

# CRANFORD PARISH COUNCIL



## Guide to Information

### Information available from Cranford Parish Council under the Freedom of Information Act model publication scheme

This guide covers only information we currently hold.

If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) Current information only	
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	See the parish council website <a href="#">Councillors and Staff – Cranford Parish Council</a>
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	See the parish council website <a href="#">Contact Us – Cranford Parish Council</a>
Location of main Council office and accessibility details	Not held
Staffing structure	Not held
<b>Class 2 – What we spend and how we spend it</b> (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	
Statement of accounts and internal audit report in the format included in the	See the parish council website

Annual Return form	<a href="#">Annual Governance &amp; Accountability Return – Cranford Parish Council</a>
Finalised budget and Precept	See the parish council website <a href="#">Annual Budget and Precepts – Cranford Parish Council</a>
Borrowing Approval letter	Not held
All items of expenditure above £100	<a href="#">Receipts and Payments – Cranford Parish Council</a>
Financial Regulations	See the parish council website <a href="#">Financial Regulations – Cranford Parish Council</a>
Grants given and received	
List of current contracts awarded and value of contract	Not held
Members' allowances and expenses	Not held

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	
Annual governance statement in format included in the Annual Return form	See the parish council website <a href="#">Annual Governance and Accountability Returns (AGAR) – Cranford Parish Council</a>
Parish Plan	
Annual Report to Parish or Community Meeting	
Quality status	Not held
Local charters drawn up in accordance with DLUHC's guidelines	Not held
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	See the parish council website <a href="#">Meetings – Cranford Parish Council</a>
Agendas of meetings (as above)	See the parish council website <a href="#">Meetings – Cranford Parish Council</a>

Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	See the parish council website <a href="#">Meetings – Cranford Parish Council</a>
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	
Responses to consultation papers	
Responses to planning applications	See North Northamptonshire Council's website <a href="#">View planning applications and mapping   North Northamptonshire Council</a>
Bye-laws	Not held

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	See the parish council website <a href="#">Governance – Cranford Parish Council</a>
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	See the parish council website <a href="#">Governance – Cranford Parish Council</a>
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	See the parish council website <a href="#">Governance – Cranford Parish Council</a>

<b>Class 6 – Lists and Registers</b>	
Currently maintained lists and registers only	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	
Assets register, including details of public land and building assets	See the parish council website <a href="#">Governance – Cranford Parish Council</a>
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	
Register of members' interests	See North Northamptonshire Council's website <a href="#">Members Register of Interests.pdf</a>
Register of gifts and hospitality	

<b>Class 7 – The services we offer</b>	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Current information only	
Allotments	Not held
Burial grounds and closed churchyards	Not held
Community centres and village halls	Not held
Parks, playing fields and recreational facilities	Not held
Seating, litter bins, clocks, memorials and lighting	
Bus shelters	
Markets	Not held
Public conveniences	Not held
Agency agreements	Not held
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	Not held

## **Schedule of charges**

Information available on the parish council's website, <https://cranfordparishcouncil.gov.uk>, is free

To provide paper copies of the information held by the council, the charges shown below will apply

<b>Type of charge</b>	<b>Description and cost</b>	<b>Basis of charge</b>
Disbursement cost	Printing or photocopying black and white A4 10p per sheet	Actual cost incurred
	Postage Royal Mail 2 <sup>nd</sup> class	Actual cost incurred
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

## **Further assistance**

For further assistance regarding accessing information held by the council, please contact the clerk.

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