

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.

Class 1 - Who we are and what we do

(Organisational information, structures, locations and contacts)

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 Councillors and Staff – Cranford Parish Council
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 Contact Us – Cranford Parish Council
Location of main Council office and accessibility details	Not held
Staffing structure	Not held

Class 2 – What we spend and how we spend it

(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)

Statement of accounts and internal audit report in the format included in the Annual Return form	See the parish council website Annual Governance & Accountability Return – Cranford Parish Council
Finalised budget and Precept	See the parish council website Annual Budget and Precepts – Cranford Parish Council
Borrowing Approval letter	Not held
All items of expenditure above £100	Receipts and Payments – Cranford Parish Council
Financial Regulations	See the parish council website Financial Regulations – Cranford Parish Council
Grants given and received	
List of current contracts awarded and value of contract	Not held
Members' allowances and expenses	Not held

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Annual governance statement in format included in the Annual Return form	See the parish council website Annual Governance and Accountability Returns (AGAR) – Cranford Parish Council
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	

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	See the parish council website Meetings – Cranford Parish Council
Agendas of meetings (as above)	See the parish council website Meetings – Cranford Parish Council
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	See the parish council website Meetings – Cranford Parish Council
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 View planning applications and mapping North Northamptonshire Council
Bye-laws	Not held

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	See the parish council website Governance – Cranford Parish Council
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services	See the parish council website Governance – Cranford Parish Council

• Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	
Records management, personal data and access to information policies Including information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	See the parish council website Governance – Cranford Parish Council

Class 6 – Lists and Registers

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 Governance – Cranford Parish Council
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 Members Register of Interests.pdf
Register of gifts and hospitality	

Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

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

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

Contact details

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

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