Freedom of Information Policy

Policy Approved by Finance Committee 13.10.26
Minute Number FPC 10/10/26
Policy Approved by Parish Council 20.10.26
Minute Number 08/10/2026 g
Policy Review September 2028

Information available from North Wingfield Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard copy and/or website	See list of charges below
Who's who on the Council and its Committees	hard copy and/or website	"
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	hard copy and/or website	"
Location of main Council office	hard copy and/or website	"

Staffing structure	hard copy and/or website	“
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	hard copy and/or website	“
Annual return form and report by auditor	hard copy and/or website	“

Finalised budget	hard copy and/ or website	“
Precept	hard copy and/or website	“
Financial Standing Orders and Regulations	hard copy and/or website	“
Grants given and received	hard copy and/or website	“
List of current contracts awarded and value of contract	hard copy	“
Members’ allowances and expenses	hard copy	“
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	hard copy and/or website	“
Class 4 – How we make decisions **Information included in minutes of meetings**		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	hard copy and/or website	“
Agendas of meetings (as above)	hard copy and/or by email	“
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	hard copy and/or website	“
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	hard copy and/or website	“
Responses to consultation papers	hard copy and/or website	“
Responses to planning applications	hard copy and/or website	“

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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	 hard copy and/or website hard copy hard copy hard copy and/or website hard copy and/or website	“
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	 Hard copy and/or website Hard copy and/or website Hard copy and/or website Hard copy and/or website Hard copy and/or website Hard copy and/or website	“
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	

Assets Register	Hard copy	“
Register of members’ interests	Hard copy and/or website	“
Register of gifts and hospitality	Hard copy	“
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Hard copy	“
Burial grounds and closed churchyards	Hard copy	“
Community centres	Hard copy	“
Parks, playing fields and recreational facilities	Hard copy	“
Seating, litter bins, memorials and lighting	Hard copy	“
Bus shelters	Hard copy	“
Agency agreements	Hard copy	“
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	“
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Clerk
North Wingfield Parish Council
North Wingfield Community Resource Centre
Whiteleas Avenue
North Wingfield
CHESTERFIELD
Derbyshire
S42 5PW

Tel: 01246 856451
Email: Clerk@northwingfield.org.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost 10p per sheet (black & white)
	Photocopying @ 20p per sheet (colour)	Actual cost20p per sheet (colour)
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the

		actual statute)
Other		

* the actual cost incurred by the public authority