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

The Council will make available information it holds unless it is exempt or prohibited under regulations; is readily and publicly available from an external website - to which it may provide a link; is archived, out of date or otherwise inaccessible; or it would be impractical or resource-intensive to prepare the material for routine release.

Information to be published	How the information can be obtained
Class1 - Who we are and what we do	
Who's who on the Council and its Committees, including their responsibilities to the Council or to Outside Bodies	Website. - PPC has no Committees at present
Contact details for Parish Clerk and Council members	Website
Location of main Council office and accessibility details	The Council does not have a Parish office
Staffing structure	Single employee – the Clerk
Class 2 – What we spend and how we spend it	
Accounting Annual return form and report by auditor. Details of expenditure above £100	All within the Annual Return paperwork and the final working accounts - Website
Finalised budget and Precept	Within each January's minutes on the Website
Precept	In January minutes and at the head of each monthly accounting update on Website
Borrowing Approval letter	N/a
Code of Conduct, Standing Orders and Financial Regulations	Governance page of Website
Grants given and received	If applicable, within working accounts sheet on Website
List of current contracts awarded and value of contract	If applicable, within working accounts sheet on Website
Members' allowances and expenses	If applicable, within working accounts sheet on Website
Class 3 – What our priorities are and how we are doing	
Parish Plan (current and previous year as a minimum), Quality Status, Local Charters	N/a
Annual Report to Parish Meeting and Annual Governance Statement per Annual Return (current and previous year as a minimum)	Within the minutes and accounting pages of the Website
Data Protection Impact Assessment (or other impact assessments if relevant)	The Council does not perform name-based data processing
Class 4 – How we make decisions	
Agendas and Minutes of meetings, Report to Council, Planning Application Responses, Consultation responses (there are no bye-laws)	Website - within the agendas and minutes (except exempt items)
Class 5 – Our policies and procedures	
Standing orders - Delegated authority in respect of officers - Code of Conduct - Policy statements (there are no committees)	All Governance documents on Governance page of website
Policies and procedures for the provision of services and about the employment of staff - Governance Documents	All Governance documents on Governance page of website
Class 6 – Lists and Registers - Currently maintained lists and registers including Assets and Members Interests	website on Members and Accounts pages
Class 7 – The services we offer - Parish Council Asset Register	All Governance documents on Governance page of website

Contact details: The Parish Clerk clerk@puxtonparishcouncil.org.uk All information indicated as being available on our website can be accessed at puxtonparishcouncil.org.uk.

Copies of information are available from the Clerk at 50p per side, inclusive of packing and postage