

# A guide to information available from Alwington Parish Council under the Freedom of Information Act

<b>Information</b>	<b>How the information can be obtained</b>
<b>Class 1 - Who we are and what we do</b>	
List of Council members and their responsibilities as well a list of Council Committees  Details of any representation on local public bodies	Available at <a href="https://alwingtonparish.gov.uk/staff/">https://alwingtonparish.gov.uk/staff/</a>  Not applicable
Postal and email address  Contact details for Parish Clerk and Council members	Available at <a href="https://alwingtonparish.gov.uk/staff/">https://alwingtonparish.gov.uk/staff/</a>  <a href="https://alwingtonparish.gov.uk/">https://alwingtonparish.gov.uk/</a>
Location of main Council office and accessibility details	Available at <a href="https://alwingtonparish.gov.uk/">https://alwingtonparish.gov.uk/</a>
Staffing structure	Available at <a href="https://alwingtonparish.gov.uk/staff/">https://alwingtonparish.gov.uk/staff/</a>
<b>Class 2 – What we spend and how we spend it</b>	
Statement of accounts and internal audit report in the format included in the Annual Return form, annual financial documentation  Finalised budget and precept agreement	Available at <a href="https://alwingtonparish.gov.uk/page/finance/">https://alwingtonparish.gov.uk/page/finance/</a> Minutes of finance decisions available at <a href="https://alwingtonparish.gov.uk/meetings/">https://alwingtonparish.gov.uk/meetings/</a>

Financial Standing Orders and Regulations	Available at <a href="https://alwingtonparish.gov.uk/financial-regulations/">https://alwingtonparish.gov.uk/financial-regulations/</a>
Grants given and received	Minutes of grant decisions available at <a href="https://alwingtonparish.gov.uk/meetings/">https://alwingtonparish.gov.uk/meetings/</a>
List of current contracts awarded and value of contract	Not applicable
Members' allowances and expenses	Minutes of decisions to pay expenses available at <a href="https://alwingtonparish.gov.uk/meetings/">https://alwingtonparish.gov.uk/meetings/</a>
<b>Class 3 – What our priorities are and how we are doing</b>	
Annual governance statement in format included in the Annual Return form	Available at <a href="https://alwingtonparish.gov.uk/page/finance/">https://alwingtonparish.gov.uk/page/finance/</a>
Parish Plan	Minutes of current priorities/plan available at <a href="https://alwingtonparish.gov.uk/meetings/">https://alwingtonparish.gov.uk/meetings/</a>
Annual Report to Parish or Community Meeting	Minutes of annual meeting available at <a href="https://alwingtonparish.gov.uk/meetings/">https://alwingtonparish.gov.uk/meetings/</a>
Quality status	Not applicable
Local charters drawn up in accordance with DLUHC's guidelines	Not applicable
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>	
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p> <p>Agendas of meetings (as above)</p> <p>Minutes of meetings (as above)</p> <p>Reports presented to council meetings</p> <p>Responses to consultation papers</p> <p>Responses to planning applications</p>	<p>Available at <a href="https://alwingtonparish.gov.uk/meetings/">https://alwingtonparish.gov.uk/meetings/</a></p>
Bye-laws	Not applicable
<b>Class 5 – Our policies and procedures</b>	
<p>Policies and procedures for the conduct of Council business:</p> <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>	<p>Available at <a href="https://alwingtonparish.gov.uk/page/governance/">https://alwingtonparish.gov.uk/page/governance/</a></p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <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>	<p>Available at <a href="https://alwingtonparish.gov.uk/page/governance/">https://alwingtonparish.gov.uk/page/governance/</a> (where applicable)</p>

Records management, personal data and access to information policies	Not applicable
<b>Class 6 – Lists and Registers</b>	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Not held
Assets register, including details of public land and building assets	Available at <a href="https://alwingtonparish.gov.uk/page/governance/">https://alwingtonparish.gov.uk/page/governance/</a>
Disclosure log indicating the information provided in response to FOIA and EIR requests.	Not held
Register of members' interests	Available at Torridge District Council website
Register of gifts and hospitality	Not applicable
<b>Class 7 – The services we offer</b>	
Allotments	Not applicable
Burial grounds and closed churchyards	Not applicable
Community centres and village halls	Not applicable
Parks, playing fields and recreational facilities	Not applicable
Seating, litter bins, clocks, memorials and lighting	Not applicable
Markets	Not applicable
Public conveniences	Not applicable
Agency agreements	Not applicable
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Not applicable