

**Adopted: 13 May 2026**

**Review Date: May 2027**

**Responsible Officer: Parish Clerk**

## Information available from Swinfen and Packington Parish Council under the Freedom of Information Act model publication scheme

This template 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>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations, and contacts)</p> <p>Current information only</p>	Website	Free
List of Council members	Website	Free
Postal and email address	Website	Free
Contact details for Parish Clerk		
<p><b>Class 2 - What we spend and how we spend it</b></p> <p>Financial information about projected and actual income and expenditure, procurement, contracts, and financial audit</p> <p>Current and previous financial year as a minimum</p>	Website	Free
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
All items of expenditure	Website	Free
Standing Orders and Financial Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of	Website	Free

contract		
<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	Website	Free
Annual governance statement in format included in the Annual Return form	Website	Free
Annual Report to Parish or Community Meeting	Website	Free
<b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum	Website	Free
Timetable of meetings	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	Free
Responses to planning applications (Via Local Planning Authority website)	Website	Free
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies, and procedures for delivering our services and responsibilities)  Current information only	Website	Free
Policies and procedures for the conduct of Council business:  <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website	Free
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>	Website (where applicable)	Free

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	Website (where applicable)	Free
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only.	Website (where applicable)	Free
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	By inspection if held	Free
Assets register, including details of public land and building assets	Website (where applicable)	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Website (where applicable)	Free
Register of members' interests (via Lichfield District Council's website)	Website	Free
Register of gifts and hospitality	Website (where applicable)	Free
<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	Website (where applicable)	
Allotments	Not Held	
Burial grounds and closed churchyards	Not Held	Free
Community centres and village halls	Not Held	Free
Parks, playing fields and recreational facilities	<a href="http://www.lichfielddc.gov.uk">www.lichfielddc.gov.uk</a>	
Seating, litter bins, clocks, memorials, and lighting	<a href="http://www.lichfielddc.gov.uk">www.lichfielddc.gov.uk</a> <a href="http://www.staffordshire.gov.uk">www.staffordshire.gov.uk</a>	Free
Bus shelters	Website	Free
Public conveniences	<a href="http://www.lichfielddc.gov.uk">www.lichfielddc.gov.uk</a>	
Agency agreements	Website (where applicable)	Free
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website (where applicable)	Free
<b>Additional Information</b>  Information not itemised in the lists above	As determined by the Council to be available and the format that such information will be made available	
Lichfield District Council services	<a href="http://www.lichfielddc.gov.uk">www.lichfielddc.gov.uk</a> 01543 30800	
Staffordshire County Council services	<a href="http://www.staffordshire.gov.uk">www.staffordshire.gov.uk</a>	

## Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide. The first copy will be provided for collection at our offices for free. Subsequent copies will be charged for as below.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

\* the actual cost incurred

For further information, please contact  
Jayne Minor – Town Clerk  
[clerk@swinfenandpackingtonparishcouncil.gov.uk](mailto:clerk@swinfenandpackingtonparishcouncil.gov.uk)