



High Offley Parish Council

(including the Wards of Shebdon & Woodseaves).

Freedom of Information Publication Scheme 2024.

Formally adopted by Council: 13 June 2024 (Minute 24/057).

Next Review: June 2027, or before.

Contents

Information Class 1: Who We Are and What We Do.....	3
Information Class 2: What We Spend and How We Spend It.....	3
Information Class 3: What Our Priorities Are and How We Are Doing.	3
Information Class 4: How We Make Decisions.....	3
Information Class 5: Our Policies & Procedures.	3
Information Class 6: Lists & Registers.....	4
Information Class 7: The Services We Offer.	4
Exempt Material.	4
Charges for Copies of Material.....	4

Information Class 1: Who We Are and What We Do.

(Organisational Information, Structures, Locations and Contacts).

Details of Council Members and contact details for all members and the Clerk can be located on the Parish Council Website at www.highoffleyparishcouncil.co.uk

High Offley Parish Council has no Committees and the Clerk is the council's sole employee.

Information Class 2: What We Spend and How We Spend It.

(Financial Information Relating to Projected and Actual Income & Expenditure, Procurement, Contracts and Financial Audit).

Details of the Annual Return (including the internal auditor's report); finalised budget; precept requests; Standing Orders; Financial Regulations; grants made and received; contracts (including value) and any member's expenses for the current and previous financial year can be located on the Parish Council Website at www.highoffleyparishcouncil.co.uk

Information Class 3: What Our Priorities Are and How We Are Doing.

(Strategies and Plans, Performance Indicators, Audits, Inspections and Reviews).

High Offley Parish Council, being a local authority with neither an annual income or expenditure in excess of £25,000, declares itself exempt from a limited assurance review. As with Information Class 2 (above) details of the Annual Return (including the internal auditor's report); can be located on the Parish Council Website at www.highoffleyparishcouncil.co.uk

Information Class 4: How We Make Decisions.

(Decision Making Processes and Records of Decisions).

High Offley Parish Council normally holds a meeting on the second Thursday of each month.

Agendas of meetings are posted in Parish Council Notice Boards at High Offley Road, Woodseaves and Shay Lane, Shebdon. They can also be located on the Parish Council Website at www.highoffleyparishcouncil.co.uk

Minutes of meetings, reports presented at meetings and Responses to planning applications (excluding information that is properly regarded as private) can be located on the Parish Council Website at www.highoffleyparishcouncil.co.uk

Hard Copies of any responses to consultation papers can be requested from the Parish Clerk via email to hopc.clerk@gmail.com

High Offley Parish Council does not hold records of any local bye-laws.

Information Class 5: Our Policies & Procedures.

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

Policies and procedures for the conduct of council business can be located on the Parish Council Website at www.highoffleyparishcouncil.co.uk

Information Class 6: Lists & Registers.

A hard copy of current register detailing High Offley Parish Council's assets can be requested from the Parish Clerk via email to hopc.clerk@gmail.com

Registers of current members' interests as well as gifts and hospitality can be located on the Stafford Borough Council website at www.staffordbc.gov.uk/register-of-members-interests-

Information Class 7: The Services We Offer.

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

High Offley Parish Council provides a bus shelter at Willowfield, Stafford Road, Woodseaves and makes financial grants to local voluntary groups.

High Offley Parish Council does not currently produce a newsletter.

Exempt Material.

- a. Personal information relating to Councillors (other than required to be declared in Register of Interests).
- b. Personal information relating to employees.
- c. Tenders and bids from contractors and suppliers.

(Note: Data Protection Legislation prohibits the publication of other certain categories of information.

Charges for Copies of Material.

Most information pertaining to High Offley Parish Council is freely available from the Parish Council Website at www.highoffleyparishcouncil.co.uk

Other information can be inspected, by appointment, with the Parish Clerk arranged via email to hopc.clerk@gmail.com

Information that can be copied, without breaching copyright, can be printed at the cost of 10p per single sided A4 sheet of paper. Any photocopies sent by post will be subject to the additional actual cost of postage and packaging.

Any information which is available on the Parish Council's website, is also available from the Parish Clerk, subject to the charges set out above for printed copies.

Under Data Protection Legislation, the Council is required to regularly review the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to contact the Parish Clerk to ensure that the information they require is available.