

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

This 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>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) Current information only	Website	Free
List of Council members and their responsibilities as well as a list of Council Committees	Website	Free
Postal and email address  Contact details for Parish Clerk and Council members  Where possible, provide named contacts including contact phone numbers and email addresses	Website	Free

Location of main Council office and accessibility details	N/A No offices	
Staffing structure	Email	Free
<b>Class 2 – What we spend and how we spend it</b>	Email	10p per sheet
(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)		
Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Free
Finalised budget	Email	Free 10p per sheet
Precept	Email	Free 10p per sheet
Borrowing Approval letter	Not Held	Not held
All items of expenditure above £100	Email	Free 10p per sheet

Financial Standing Orders and Regulations	Website	Free
Grants given and received	Hard Copy	Free 10p per sheet
List of current contracts awarded and value of contract	Email	Free 10p per sheet
Members' allowances and expenses-	Email	Free 10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b>	Email	Free 10p per sheet
(Strategies and plans, performance indicators, audits, inspections and reviews)		
Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website	Free
Parish Plan-	Not Held	Not Held
Annual Report to Parish or Community Meeting	Email	Free

Quality status	Not Held	Not Held
Local charters drawn up in accordance with DLUHC's Guidelines-	Not Held	Not Held
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-	Email	Free
<p><b>Class 4 – How we make decisions</b></p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	Website Email	Free Free 10p per sheet
Timetable of meetings (Council and any committee/sub-committee meetings and parish 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 consultation papers	Email	Free
Responses to planning applications	Website Email	10p per sheet Free
Bye-laws-	Email	10p per sheet
<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>• Procedural standing orders</li> <li>• Committee and sub-committee terms of</li> </ul>	Website	Free

Adopted on: 26/03/2026

<p>reference</p> <ul style="list-style-type: none"> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <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>Website</p>	<p>Free</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection</p>	<p>Website</p>	<p>Free</p>

**Class 6 – Lists and Registers**

Currently maintained lists and registers only.	Email	Free 10p per sheet
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Email	10p per sheet
Assets register, including details of public land and building assets	Website	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Not Held	Not Held
Register of members' interests	Website	Free
Register of gifts and hospitality	Email	Free 10p per sheet
<b>Class 7 – The services we offer</b>	Email	Free
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		

Current information only		
Allotments	Hard copy	Free
	Email	Free
	website	free
Burial grounds and closed churchyards	Not Held	Not Held
<del>Community centres and village halls the Village Hall is run separately by a management committee is it ok to to say not held?</del>		
Parks, playing fields and recreational facilities	website	Free
Seating, litter bins, clocks, memorials and lighting	website	Free
Bus shelters	website	Free
Markets	Not Held	Not Held
Public conveniences	Not Held	Not Held
Agency agreements	Not Held	Not Held
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website	Free
<p><b>Additional Information</b></p> <p>Information not itemised in the lists above</p>		

### 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)	Paper, Ink, Electricity and resources needed.
Disbursement cost	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

#### Contact Details:

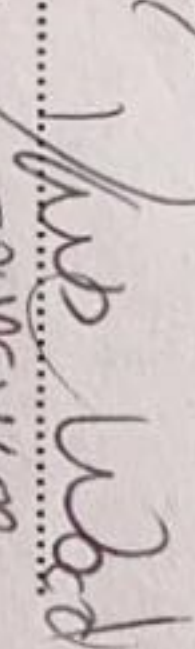
Clerk Nuffield Parish Council

Telephone:

07841 662472

Email:

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Signed .....  .....  
 Position ..... COUNCILLOR .....  
 Date ..... 26 MAR 20 .....  
 Minute Ref ..... 2026/03/14.f .....