

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

This 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.

**Please note** – for information identified as available on the Parish Council website please visit [www.village.coddington.org.uk](http://www.village.coddington.org.uk)

| <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>  |   |                                      |
| List of Council members  | <p>Website</p> <p>Hard copy – contact the Clerk</p> | <p>Free</p> <p>10p per page + pp</p> |
| <p>Postal address, email address and contact details for Parish Clerk and email addresses for Council members</p> <p>For reference:<br/>Parish Clerk: Dawn Hockenhull<br/>Tel: 07817071875<br/>Email: <a href="mailto:parishclerk@coddington.org.uk">parishclerk@coddington.org.uk</a></p> | <p>Website</p> <p>Hard copy – contact the Clerk</p> | <p>Free</p> <p>10p per page + pp</p> |

|  |  |                               |
|--|--|-------------------------------|
| Staffing structure   | Website<br><br>Hard copy – contact the Clerk | Free<br><br>10p per page + pp |
| <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> |  |                               |
| Statement of accounts and internal audit report in the format included in the Annual Return form   | Website<br><br>Hard copy – contact the Clerk | Free<br><br>10p per page + pp |
| Finalised budget   | Website<br><br>Hard copy – contact the Clerk | Free<br><br>10p per page + pp |
| Precept  | Website<br><br>Hard copy – contact the Clerk | Free<br><br>10p per page + pp |
| All items of expenditure above £100  | Website<br><br>Hard copy – contact the Clerk | Free<br><br>10p per page + pp |
| Financial Standing Orders and Regulations  | Website<br><br>Hard copy – contact the Clerk | Free<br><br>10p per page + pp |
| Grants given and received  | Website<br><br>Hard copy – contact the Clerk | Free<br><br>10p per page + pp |

|  |  |                           |
|--|--|---------------------------|
| List of current contracts awarded and value of contract  | Website<br>Hard copy – contact the Clerk | Free<br>10p per page + pp |
| Chair's allowance  | Website<br>Hard copy – contact the Clerk | Free<br>10p per page + pp |
| <b>Class 3 – What our priorities are and how we are doing</b><br><br>(Strategies and plans, performance indicators, audits, inspections and reviews)<br><br>Current and previous year as a minimum |  |                           |
| Annual governance statement in format included in the Annual Return form   | Website<br>Hard copy – contact the Clerk | Free<br>10p per page + pp |
| Parish Plan  | Not held                                 |                           |
| Annual Report to Parish or Community Meeting   | Website<br>Hard copy – contact the Clerk | Free<br>10p per page + pp |
| <b>Class 4 – How we make decisions</b><br><br>(Decision making processes and records of decisions)<br><br>Current and previous council year as a minimum   |  |                           |

|   |  |                   |
|---|--|-------------------|
| Timetable of meetings (Council and parish meetings)   | Website                                    | Free              |
|   | Hard copy – contact the Clerk              | 10p per page + pp |
| Agendas of meetings (as above)  | Website                                    | Free              |
|   | Hard copy – contact the Clerk              | 10p per page + pp |
| Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure  | Website                                    | Free              |
|   | Hard copy – contact the Clerk              | 10p per page + pp |
| Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure   | Website                                    | Free              |
|   | Hard copy – contact the Clerk              | 10p per page + pp |
| Responses to consultation papers – included in the Minutes  | Website                                    | Free              |
|   | Hard copy – contact the Clerk              | 10p per page + pp |
| Responses to planning applications – included in the Minutes  | Website                                    | Free              |
|   | Newark & Sherwood District Council website | Free              |
|   | Hard copy – contact the Clerk              | 10 per page + pp  |
| <p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>        |  |                   |
| Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Financial regulations</li> <li>• Code of Conduct</li> </ul> | Website                                    | Free              |
|   | Hard copy – contact the Clerk              | 10p per page + pp |

|  |   |                                      |
|--|---|--------------------------------------|
|  |   |                                      |
| <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>• 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>Hard copy – contact the Clerk</p>           | <p>Free</p> <p>10p per page + pp</p> |
| <p>Records management, personal data and access to information policies</p> <p>Includes information security policies, records retention, destruction and archive policies, and data protection</p>  | <p>Website</p> <p>Hard copy – contact the Clerk</p>           | <p>Free</p> <p>10p per page + pp</p> |
| <p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>  | <p>(some information may only be available by inspection)</p> |                                      |
| <p>Information legally required to hold in publicly available registers.</p>   | <p>By inspection only – contact the Clerk</p>                 | <p>Free</p>                          |
| <p>Assets register, including details of public land and building assets</p>   | <p>Website</p> <p>Hard copy – contact the Clerk</p>           | <p>Free</p> <p>10p per page + pp</p> |
| <p>Register of members' interests</p>  | <p>Website</p> <p>Hard copy – contact the Clerk</p>           | <p>Free</p> <p>10p per page + pp</p> |

|   |  |                                      |
|---|--|--------------------------------------|
|   |  |                                      |
| <p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> | (some information may only be available by inspection) |                                      |
| Allotments  | <p>Website</p> <p>Hard copy – contact the Clerk</p>    | <p>Free</p> <p>10p per page + pp</p> |
| Community Centre  | <p>Website</p> <p>Hard copy – contact the Clerk</p>    | <p>Free</p> <p>10p per page + pp</p> |
| Coddington Village Newsletter   | <p>Website</p> <p>Hard copy – contact the Clerk</p>    | <p>Free</p> <p>10 per page + pp</p>  |
| <p>Services for which we are entitled to recover a fee:</p> <ul style="list-style-type: none"> <li>• Allotment fees</li> <li>• Newsletter advertisement fees</li> </ul>   | <p>Website</p> <p>Hard copy – contact the Clerk</p>    | <p>Free</p> <p>10p per page + pp</p> |
| <p><b>Additional Information</b></p> <p>Coddington Parish Council Facebook page for notices and updates.</p>  |  | Free                                 |
|   |  |                                      |

## Schedule of charges

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>           | <b>BASIS OF CHARGE</b>   |
|--------------------------|------------------------------|--|
| <b>Disbursement cost</b> | Photocopying @ 10p per sheet | Actual cost  |
|                          |                              |  |
|                          | Postage & packaging          | Actual cost of Royal Mail standard 2 <sup>nd</sup> class and envelopes |
|                          |                              |  |

This document was approved at the Coddington Parish Council meeting of 5<sup>th</sup> March 2026 under minutes reference 26-18b. and will be reviewed annually, or sooner if required by changes to legislation and/or Parish Council contact details.