

Islip Parish Council

Guide to Information

Prepared in accordance with the ICO Model Publication Scheme (Freedom of Information Act 2000)

This guide sets out the information Islip Parish Council routinely makes available to the public under its adopted Publication Scheme. The council has adopted the Information Commissioner’s Office (ICO) Model Publication Scheme without modification.

Information is available free of charge on the council website unless otherwise stated. Where information is listed as “available on request”, written requests should be directed to the Clerk. Some information may not be held, or may be restricted from disclosure under the Freedom of Information Act 2000.

Date of adoption: March 2026	Review date: March 2027	Responsible officer: Parish Clerk
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Class 1 — Who We Are and What We Do

Organisational information, locations and contacts, constitutional and legal governance.

Information Type	What is Available	Format / Location
Councillor information	Names, roles and responsibilities of all current councillors	Website — About / Councillors page
Register of interests	Register of Members’ Interests and Declarations	Website — Governance / Registers page
Contact details	Clerk contact details including authority email address	Website — Contact page
Council structure	Description of council functions and committee arrangements	Website — About page

Class 2 — What We Spend and How We Spend It

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Information Type	What is Available	Format / Location
Annual budget	Approved precept and budget for current and previous financial year	Website — Finance page
Accounts	Annual Governance and Accountability Return (AGAR) including accounting statements, for current and previous years	Website — Finance / AGAR page

Information Type	What is Available	Format / Location
Expenditure	All items of expenditure above £100 (list of payments)	Website — Finance page
Financial regulations	Standing Orders and Financial Regulations	Website — Governance / Policies page
Internal audit report	Internal audit report for current and previous financial year	Website — Finance / AGAR page
External audit	External auditor certificate and report (where applicable)	Website — Finance / AGAR page
Grants awarded	Details of grants made by the council under s137 or other powers	Minutes — available on Website

Class 3 — What Our Priorities Are and How We Are Doing

Strategy and performance information, plans, assessments, inspections and reviews.

Information Type	What is Available	Format / Location
Risk register	Current risk register reviewed annually by full council	Available on request / Website
Asset register	Register of all council-owned assets including land, play equipment, trees, noticeboards and equipment	Website — Governance page
Annual report	Annual report to the parish meeting (where produced)	Website / Parish meeting papers

Class 4 — How We Make Decisions

Policy proposals and decisions, decision making processes, internal criteria and procedures, consultations.

Information Type	What is Available	Format / Location
Meeting schedule	Timetable of all council meetings for the current year	Website — Meetings page
Agendas	Agendas for all full council meetings, published at least 3 clear days before each meeting	Website — Meetings page
Minutes	Approved minutes of all full council meetings for current and previous year	Website — Meetings page
Meeting papers	Supporting papers and reports published with agendas	Website — Meetings page
Planning responses	Council responses to planning applications (where minuted)	Minutes — available on Website

Class 5 — Our Policies and Procedures

Current written protocols for delivering our functions and responsibilities.

Information Type	What is Available	Format / Location
Standing Orders	Council Standing Orders (current adopted version)	Website — Governance / Policies page
Financial Regulations	Financial Regulations (current adopted version)	Website — Governance / Policies page
Data Protection Policy	Data Protection Policy and Privacy Notice	Website — Governance / Policies page
IT Policy	Information Technology Policy	Website — Governance / Policies page
Document Retention Policy	Document Retention and Disposal Policy	Website — Governance / Policies page
Publication Scheme	ICO Model Publication Scheme (adopted) and this Guide to Information	Website — Governance page
Accessibility Statement	Website Accessibility Statement	Website — footer / Accessibility page
Privacy Notice	Privacy Notice covering how the council processes personal data	Website — Governance / Policies page

Class 6 — Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

Information Type	What is Available	Format / Location
Asset register	Full asset register including land, play equipment, trees, noticeboards and other assets (63 items, total value £123,231)	Website — Governance page
Register of interests	Register of Members' Interests	Website — Governance / Registers page
Allotment register	List of current allotment plot holders (personal data redacted in accordance with GDPR)	Available on request
Burial ground register	Register of burials at the Mill Lane burial ground (0.576 acres)	Available on request
Contracts register	List of contracts awarded above applicable threshold	Available on request / Minutes

Class 7 — The Services We Offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Information Type	What is Available	Format / Location
Allotments	9-plot allotment site managed by the council — enquiries via the Clerk	Website — Contact / Services page
Burial ground	Burial ground at Mill Lane (0.576 acres) — enquiries via the Clerk	Website — Contact / Services page
Play area	Church Lane Playground — maintained by the council	Website — Community page
Notice boards	3 public noticeboards (High Street, Village Hall, Red Lion)	Physical locations in Islip
Defibrillator	Public access defibrillator located at the Village Hall	Village Hall, Islip
Community land	Management of Lower Street Common, Cross-tree Green, Kerwood Field and Millennium Wood	Website — Community page

Charges

Information published on the council website is provided free of charge. Charges may be made for actual disbursements (such as photocopying or postage) where information is provided in hard copy. Any charges will be notified before information is provided.

Contact

To request information not published on the website, or to make a formal Freedom of Information request, please contact the Parish Clerk in writing via the authority email address published on the council website.