

Information available from Bridestowe *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.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	email or website	FOC
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	email or website	FOC
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	email or website	FOC
Location of main Council office and accessibility details	email	FOC
Staffing structure	email	FOC

Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	hard copy, email or website	FOC
Statement of accounts and internal audit report in the format included in the Annual Return form	email or website	FOC
Finalised budget	email	FOC
Precept	email	FOC
Borrowing Approval letter	n/a	n/a
All items of expenditure above £100	email or website	FOC
Financial Standing Orders and Regulations	email or hard copy	FOC
Grants given and received	email of hard copy	FOC
List of current contracts awarded and value of contract	email of hard copy	FOC
Members' allowances and expenses	email of hard copy	FOC
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	hard copy or website	FOC
Annual governance statement in format included in the Annual Return form	email, hard copy or website	FOC
Parish Plan	n/a	n/a

Annual Report to Parish or Community Meeting	email or hard copy	FOC
Quality status	n/a	n/a
Local charters drawn up in accordance with DLUHC's guidelines	n/a	n/a
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	n/a	n/a
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	email, hard copy or website	FOC
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	email, hard copy or website	FOC
Agendas of meetings (as above)	email, hard copy or website	FOC
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	email, hard copy or website	FOC
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	email or hard copy	FOC
Responses to consultation papers	email or hard copy	FOC
Responses to planning applications	email or hard copy	FOC
Bye-laws	n/a	n/a

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	email, hard copy or website	FOC
Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	email or hard copy	FOC
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	email or hard copy	FOC
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection	email or hard copy	FOC

(including data sharing and CCTV usage) policies		
Class 6 – Lists and Registers Currently maintained lists and registers only.	hard copy or email	FOC
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	hard copy or email	FOC
Assets register, including details of public land and building assets	hard copy or email	FOC
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	hard copy or email	FOC
Register of members' interests	hard copy or email	FOC
Register of gifts and hospitality	n/a	n/a
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	hard copy or email	FOC
Allotments	n/a	n/a
Burial grounds and closed churchyards	hard copy or email	FOC
Community centres and village halls	hard copy or email	FOC
Parks, playing fields and recreational facilities	hard copy or email	FOC
Seating, litter bins, clocks, memorials and lighting	hard copy or email	FOC
Bus shelters	hard copy or email	FOC
Markets	n/a	n/a
Public conveniences	n/a	n/a
Agency agreements	n/a	n/a

Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	hard copy or email	FOC
Additional Information Information not itemised in the lists above	n/a	n/a

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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred