

Information available from KIRBY BELLARS Parish Council under the Freedom of Information Act

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Hardcopy on notice board & website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hardcopy on notice board & website	Free
Location of main Council office and accessibility details	Hardcopy on notice board or contact Clerk	Free
Staffing structure	n/a	

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	On website	Free
Finalised budget	Hardcopy –contact Clerk	Free
Precept	Hardcopy –contact Clerk	Free
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	On website	Free
Grants given and received	Hardcopy –contact Clerk	Free
List of current contracts awarded and value of contract	Hardcopy –contact Clerk	Free
Members' allowances and expenses	Hardcopy –contact Clerk	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	n/a	At cost
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	On website in minutes	Free
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	

Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hardcopy on notice board & on website calendar	Free
Agendas of meetings (as above)	Hardcopy on notice board & on website	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hardcopy on notice board & on website	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	See Minutes	Free
Responses to consultation papers	On website – in minutes	Free
Responses to planning applications	On website, in minutes	Free
Bye-laws	n/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures for the conduct of council business:	See website	Free
Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	n/a	

Policy statements	n/a	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	n/a	
Information security policy	n/a	
Records management policies (records retention, destruction and archive)	n/a	
Data protection policies	n/a	
Schedule of charges (for the publication of information)	Hardcopy –contact Clerk	Free
Class 6 – Lists and Registers Currently maintained lists and registers only	(some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a	
Assets Register	Hardcopy –contact Clerk	Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	n/a	
Register of members' interests	Hardcopy –contact Clerk	At cost
Register of gifts and hospitality	Hardcopy –contact Clerk	Free

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(some information may only be available by inspection)</p>	
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	n/a	
Seating, litter bins, clocks, memorials and lighting	Hardcopy –contact Clerk	Free
Bus shelters	Hardcopy –contact Clerk	Free
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	
<p>Additional Information This will provide Councils with the opportunity to publish information that is 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 @ 5..p per sheet (black & white)	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 by the public authority