

FREEDOM OF INFORMATION PUBLICATION SCHEME

General Information Regarding Council Information Availability and Pricing

Broughton Astley Parish Council makes public in some way, all information available in going about its business except those of a confidential nature affecting individuals and companies which may be regarded as sensitive. All meetings are held at the Village Hall unless prescribed by other legislation and public attendance is welcome throughout unless parishioners are temporarily excluded when such confidential arrangements are being discussed.

The following guide gives information regarding the places where the information may be obtained. In the column "How the information can be obtained", detail of the source is provided.

Our website can be accessed at www.broughton-astley.gov.uk

Our pricing policy is simply to recoup the cost of the service provided, or the required statutory fee. Unless shown directly the charge will relate to the scale found in the table at the end of this document, mostly relating to photocopying fees. Attendance at the Parish Office, within the Village Hall solely to view documents will not normally incur a fee unless substantial administrative staff help is required alongside.

Any queries to the Parish Manager at the Village Hall, Broughton Astley LE9 6PT 01455 285655

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do	
Who's who on the Council and its Committees	Website Hard copy – contact Parish Manager
Contact details for Parish Manager Clerk and Council members	Website Hard copy – contact Parish Manager
Location of main Council office and accessibility details	Broughton Astley Parish Council Parish Office Station Road Broughton Astley LE9 6PT Location Plan and accessibility details available on website
Staffing structure	Hard copy – contact Parish Manager
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	All documents available for inspection at Parish Office – contact Parish Manager.
Annual return form and report by auditor	Website Hard copy – contact Parish Manager
Finalised budget	Website Hard copy – contact Parish Manager
Precept	Website Hard copy – contact Parish Manager
Borrowing Approval letters	Website Hard copy – contact Parish Manager

Financial Standing Orders and Regulations	Website Hard copy – contact Parish Manager
Grants given and received	Website Hard copy – contact Parish Manager
List of current contracts awarded and value of contract	Website Hard copy – contact Parish Manager
Members' allowances and expenses	Website Hard copy – contact Parish Manager
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	All documents available for inspection at Parish Office – contact Parish Manager
Neighbourhood Plan (current and previous year as a minimum)	Website Hard copy – contact Parish Manager
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – contact Parish Manager
Quality status	Hard copy
Local charters drawn up in accordance with DCLG guidelines	Not applicable
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous Council year as a minimum	All documents available for inspection at Parish Office – contact Parish Manager
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Noticeboard Hard copy – contact Parish Manager
Agendas of meetings (as above)	Website Hard copy – contact Parish Manager
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Available for inspection – contact Parish Manager Hard copy – contact Parish Manager
Reports presented to Council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Reports available for inspection at Parish Office – contact Parish Manager Hard copy – contact Parish Manager
Responses to consultation papers	Responses available for inspection at Parish Office – contact Parish Manager Hard copy – contact Parish Manager
Responses to planning applications	Website (minutes) Responses available for inspection at Parish Office – contact Parish Manager Hard copy – contact Parish Manager
Byelaws	Not applicable
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	All documents available for inspection at Parish Office – contact Parish Manager
Policies and procedures for the conduct of Council business:	Hard copies of all documents available for inspection at Parish Office – contact Parish Manager.

Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard copy please contact Parish Manager Website
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equal Opportunities policy Environmental 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) Customer Service Standards	Documents available for inspection at Parish Office – contact Parish Manager Website Hard copies of documents - contact Parish Manager Website
Information security policy	Not applicable
Records management policies (records retention, destruction and archive)	Not applicable
Data protection policies	Document available for inspection at Parish Office – contact Parish Manager - Hard copy - contact Parish Manager
Schedule of charges (for the publication of information)	Not applicable
Class 6 – Lists and Registers Currently maintained lists and registers only	All documents available for inspection at Parish Office – contact Parish Manager
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Available for inspection at Parish Office – contact Parish Manager Hard copy - contact Parish Manager
Assets Register	Document available for inspection at Parish Office – contact Parish Manager. Hard copy - contact Parish Manager
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)	Not applicable
Register of members' interests	Website Available for inspection at Parish Office – contact Parish Manager. Hard copy - contact Parish Manager
Register of gifts and hospitality	Available for inspection at Parish Office – contact Parish Manager Hard copy - contact Parish Manager
Class 7 – The services we offer	Website

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	All documents available for inspection at Parish Office – contact Parish Manager
Allotments	Website
Burial grounds and closed churchyards	Website
Community centres and village halls	Website
Parks, playing fields and recreational facilities	Website
Seating, litter bins, memorials and lighting	Hard copy – contact Parish Manager
Bus shelters	Hard copy – contact Parish Manager
Markets	Not applicable
Public conveniences	Hard copy – contact Parish Manager
Agency agreements	Not applicable
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website
Additional Information	

Contact details:

Parish Manager
Broughton Astley Parish Council
Parish Office
Station Road
Broughton Astley LE9 6PT
01455 285655
parishmanager@broughton-astley.gov.uk

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 @ 14p per sheet (black & white)	Copying, paper and administration charge per single sided copy
	Photocopying @ 31p per sheet (colour)	Copying, paper and administration charge per single sided copy
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Not applicable	In accordance with the relevant legislation (quote the actual statute)