

Information available from Braughing Parish Council under the Freedom of Information Act 2008

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council and its Committees	Hard copy : from Clerk Website	10p per sheet Free
Contact details for Parish Clerk and Council members	Hard copy: from Clerk Website	10p per sheet Free
Location of main Council office and accessibility details: not applicable		
Staffing structure	Web site	Free

<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard copy: from Clerk Email: from Clerk Web site Notice board by Ford	10p per sheet Free Free
Finalised budget	Hard copy: from Clerk Email: from Clerk	10p p sheet Free
Precept	Hard copy: from Clerk	10p p sheet
Borrowing Approval letter: not applicable		
Financial Standing Orders and Regulations	Hard copy: from Clerk Web site	10p p sheet Free
Grants given and received	Hard copy: from Clerk	10p p sheet
List of current contracts awarded and value of contract	Hard copy: from Clerk	10p p sheet
Members' allowances and expenses	Hard copy: from Clerk	10p p sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hard copy: from Clerk	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy: from Clerk Web site	10p p sheet Free
Quality status: not applicable		
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		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy: from Clerk Email: from Clerk Web site	10p p sheet Free
Agendas of meetings (as above)	Hard copy: from Clerk Email from clerk	10p p sheet Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy: from Clerk Email: from Clerk	10p p sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy: from Clerk	10p p sheet

Responses to consultation papers	Hard copy: from Clerk	10p p sheet
Responses to planning applications	Hard copy: from Clerk	10p p sheet
Bye-laws	Hard copy: from Clerk	10p p sheet
<p>Class 5 – Our policies and procedures (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: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy: from Clerk Web site	10p p sheet Free
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services	Hard copy: from Clerk	10p p sheet

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)		
Information security policy	Hard copy: from Clerk	10p p sheet
Records management policies (records retention, destruction and archive)	Hard copy: from Clerk	10p p sheet
Data protection policies	Hard copy: from Clerk	10p p sheet
Schedule of charges (for the publication of information)	Hard copy: from Clerk Web site	10p p sheet Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list	Inspection only: from Clerk	
Assets Register	Hard copy: from Clerk Email: from Clerk	10p p sheet Free
Disclosure log: not applicable		

Register of members' interests	Inspection Only: from Clerk	
Register of gifts and hospitality	Inspection Only: from Clerk	
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		
Allotments	Hard copy: from Clerk Email: from Clerk	10p p sheet Free
Burial grounds and closed churchyards	Hard copy: from Clerk Email: from Clerk	10p p sheet Free
Community centres and village halls	Hard copy: from Clerk Email: from Clerk	10p p sheet Free
Parks, playing fields and recreational facilities	Hard copy: from Clerk Email: from Clerk	10p p sheet Free
Seating, litter bins, clocks, memorials and lighting	Hard copy: from Clerk Email: from Clerk	10p p sheet Free
Bus shelters: not applicable		
Markets: not applicable		
Public conveniences: not applicable		
Agency agreements: not applicable		
A summary of services for which the council is entitled to recover a fee, together	Hard copy: from Clerk	10p p

with those fees (e.g. burial fees)	Email: from Clerk	sheet Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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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 @ £0.10p per sheet (black & white)	Actual cost *
	Photocopying @ £0.15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class variable dependent upon size of envelope and weight of documents
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority