



GT BARTON PARISH COUNCIL

INFORMATION AVAILABLE FROM GT BARTON PARISH COUNCIL UNDER THE FREEDOM OF INFORMATION ACT

<u>INFORMATION TO BE PUBLISHED</u>	<u>HOW THE INFORMATION CAN BE OBTAINED</u>	<u>COST</u>
Class 1 – Who we are and what we do (organisational information, structures, locations & contacts)		
Who's who on the Council	Newsletter & Website	Free
Who is involved in which committees	Website	
Telephone numbers for Parish Clerk and Council Members	Newsletter & website	Free
Emails for Parish Clerk and Council Members	Website	
Location of main Council office and accessibility details	Newsletter & Website	Free
Class 2 – What we spend and how we spend it		
Current and previous financial year	Website	Free
Annual return form & report by auditor	Website	Free
Precept	Website	Free
Financial Standing Orders & Regulations	Website & From the Clerk	Free
Grants given & received	Website & from the Clerk	See schedule of charges
List of current contracts awarded and value of contract	From the Clerk	See schedule of charges
Members' allowances & expenses	From the Clerk	See schedule of charges
Class 3 – What our priorities are and how we are doing		
Parish and Neighbourhood Plans	Website	Free
Minutes from Annual Parish Meeting	Website	Free
Class 4 – How we make decisions		
Minutes of meetings (this will exclude information that is properly regarded as private to the meeting.)	Website or from the Clerk	See schedule of charges

Timetable of meetings	Noticeboards & Website	Free
Agendas of meeting	Noticeboards & Website	Free
Reports presented to Council meetings – this will exclude information that is properly regarded as private to the meeting	Website & from the Clerk	See schedule of charges
Responses to consultation papers	Website & from the Clerk	Free
Responses to planning applications	SEBC Website	Free
Class 5 – Our Policies & Procedures		
Policies & procedures for the conduct of Council business: Procedural Standing Orders Committee & sub-committee terms of reference Delegated authority in respect of officers Code of conduct & Policy Statements	Website & from the Clerk	See schedule of charges
Policies & Procedures for the provision of services & about the employment of staff: Internal policies relating to the delivery of services Policies & Procedures for handling requests for information	From the Clerk	See schedule of charges
Complaints Procedures (including those covering requests for information & operating the publication scheme)	From the Clerk & website	See schedule of charges
Information security policy	From the Clerk & website	
Records management policies (records retention, destruction & archive)	From the Clerk	
Data Protection Policies	From the Clerk & website	
Schedule of charges (for the publication of information)	At the end of this document	
Class 6 – Lists & Registers		
Any publicly available register or list	From the appropriate department	Refer to their schedule of charges
Assets Register	Website and From the	Free

	Clerk	
Disclosure Log (indicating the information that has been provided in response to requests)	From the Clerk	See schedule of charges
Register of gifts & hospitality	From the Clerk	See schedule of charges
Class 7 – The services we offer		
Parks, playing fields & recreational facilities	From the Clerk	See schedule of charges
Seating, litter bins, dog bins, clocks, memorials & lighting	From the Clerk	See schedule of charges
Bus Shelters	From the Clerk	See schedule of charges
SCHEDULE OF CHARGES		
The lower limit for charging is £5 per occasion		
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
* Actual cost incurred by the public authority		
If staff costs are incurred in compiling the information these will be calculated at £25 per hour. If the cost exceeds £450 the Council will not have to comply with the request.		

Updated 23/9/13 after static information removed from the newsletter.

Reviewed May 2022.....Next review due May 2023