

Information available from Barford St John and St Michael 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	(hard copy or website)	
List of Council members and their responsibilities as well a list of Council Committees	Website	None
Details of any representation on local public bodies	Website	
Postal and email address	Website (email only)	None
Contact details for Parish Clerk and Council members	Website	
Where possible, provide named contacts including contact phone numbers and email addresses	Website	
Location of main Council office and accessibility details	Not applicable	None
Staffing structure	Website	None
Class 2 – What we spend and how we spend it	(hard copy or website)	

(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	None
Finalised budget	Hard copy	£1.51
Precept	Website	None
Borrowing Approval letter	Not held	
All items of expenditure above £100	Website	None
Financial Standing Orders and Regulations	Website	None
Grants given and received	Hard copy	£1.01
List of current contracts awarded and value of contract	Hard copy	None
Members' allowances and expenses	Not held	
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)	
Annual governance statement in format included in the Annual Return form	Website	None
Parish Plan	Not held	
Annual Report to Parish or Community Meeting	Website	None
Quality status	Not held	
Local charters drawn up in accordance with DLUHC's guidelines	Not held	

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	Not held	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	None
Agendas of meetings (as above)	Website	None
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	None
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	None
Responses to consultation papers	Hard copy	£1.51
Responses to planning applications	Website	None
Bye-laws	Not held	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of Council business: Procedural standing orders	Website	None

• Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements		
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)	Website	None
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website	None
Class 6 – Lists and Registers Currently maintained lists and registers only. Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	(hard copy or website; some information may only be available by inspection)	
Assets register, including details of public land and building assets	Website	None
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy	£1.01

Register of members' interests	Website	None
Register of gifts and hospitality	Not held	
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 website; some information may only be available by inspection)	
Allotments	Hard copy	£1.01
Burial grounds and closed churchyards	Not held	
Community centres and village halls	Website	None
Parks, playing fields and recreational facilities	Website	None
Seating, litter bins, clocks, memorials and lighting	Website	None
Bus shelters	Not held	
Markets	Not held	
Public conveniences	Not held	
Agency agreements	Not held	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Not held	
Additional Information Information not itemised in the lists above		

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 25p per sheet (colour)	Actual cost
	Postage 91p standard letter	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