

## Freedom of Information Act

### Information available from Burstwick Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard copy	Free £1.00
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Website for office hours	Free
Staffing structure	N/A	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Website Hard copy	Free £2.00
Finalised budget	Website Hard copy	Free £1.00

Precept (see November minutes)	Website Hard copy per set of minutes	Free £2.00
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Hard copy	Free £5.00
Grants given and received (see minutes)	Website Hard copy	Free £2.00
List of current contracts awarded and value of contract (see minutes)	Website Hard copy per set of minutes	Free £2.00
Members' allowances and expenses	N/A	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Action Plan (current and previous year as a minimum)	Website Hard copy	Free £2.00
Annual Report to Parish or Community Meeting (current and previous year as a minimum) (see April minutes)	Website Hard copy	Free £1.00
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free £1.00
Agendas of meetings (as above)	Website Hard copy	Free £1.00
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy per set of minutes	Free £2.00
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Email copy on request Hard copy per report	Free £2.00
Responses to consultation papers (see minutes)	Website Hard copy per set of minutes	Free £2.00
Responses to planning applications (see minutes) See also ERYC public access website	Website Hard copy per set of minutes	Free £2.00
Bye-laws	N/A	

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only  Policies and procedures for the conduct of council business.	(hard copy or website)	
Procedural standing orders	Website Hard copy	Free £5.00
Committee and sub-committee terms of reference	Website Hard copy	Free £1.00
Delegated authority in respect of officers (see standing orders and financial regulations)	Website Hard copy	Free £5.00
Code of Conduct	Website Hard copy	Free £2.00
Policy statements	N/A	
<b>Policies and procedures for the provision of services and about the employment of staff:</b>		
Internal policies relating to the delivery of services	Website Hard copy	Free £2-£5.00
Equality and diversity policy	Website Hard copy	Free £2.00
Health and safety policy	Website Hard copy	Free £2.00

Recruitment policies (including current vacancies)	N/A	
Policies and procedures for handling requests for information	Website Hard copy	Free £2.00
Complaints procedures (including those covering requests for information and operating the publication scheme)	In development	
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Available on request – email Hard copy	Free £1.00
Data protection policies	Website Hard copy	Free £2.00
Schedule of charges (for the publication of information)	Website Hard copy	Free £1.00
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Email by request – if document can be emailed View in person by arrangement	Free
Assets Register	Email on request Hard copy	Free £1.00

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	See ERYC website	Free
Register of gifts and hospitality	N/A	
<b>Class 7 – The services we offer</b> (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 – tenancy agreement / charges / plan of allotment plots	Website Hard copy per item	Free £1.00
Burstwick Cemetery – regulations and charges	Website Hard Copy per item	Free £1.00
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
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) Cemetery fees and regulations	Website Hard copy	Free £2.00
Quarterly village newsletter (hard copy is distributed to every household in the village)	Website Additional hard copy	Free £1.00
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
N/A		

### Contact details:

Parish Clerk  
Mrs Rose Blackbourn  
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Date of adoption: 26.1.2017  
Date of review: 28.3.2019

Signed by Chairman: *D James*

## 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
<b>Disbursement cost</b>		Actual cost *
£1.00 – for one or 2 page documents	Printing, stationary and 2 <sup>nd</sup> Class postage	Cover basic costs as outlined
£2.00 – for documents over 2 pages in length	Printing, stationary and 2 <sup>nd</sup> Class postage	Cover basic costs as outlined
£5.00 – for long documents	Printing, stationary and 2 <sup>nd</sup> Class postage	Cover basic costs as outlined

\* the actual cost incurred by the public authority