



Information available from *Birdham 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
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	Website	N/A
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	Website	N/A
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p>	Website	N/A
<p>Location of main Council office and accessibility details</p>	Website	N/A
<p>Staffing structure</p>	Clerk	N/A
<p>Class 2 – What we spend and how we spend it</p> <p>Insert</p>	<p>Website</p> <p>Minutes of meetings</p>	N/A

(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	N/A
Finalised budget	Website	N/A
Precept	Website	N/A
Borrowing Approval letter	Clerk	N/A
All items of expenditure above £100	Website Accounts in monthly minutes	
Financial Standing Orders and Regulations	Website	N/A
Grants given and received	Clerk	15p per sheet b/w incl postage
List of current contracts awarded and value of contract	Clerk	15p per sheet b/w incl postage
Members' allowances and expenses	Website/Monthly accounts	
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	Website and/or Clerk	
Annual governance statement in format included in the Annual Return form	Website	
Parish Plan	Not held	
Annual Report to Parish or Community Meeting	Website Minutes of Annual Parish Council meeting	
Quality status	Not classified	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact	Clerk	15p per sheet b/w incl postage

Assessment, Equality Impact Assessments etc), as appropriate and relevant		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website Minutes of council meetings	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	
Responses to consultation papers	Clerk	
Responses to planning applications	Website	
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Clerk	15p per sheet b/w incl postage
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website	
Policies and procedures for the provision of services and about the employment of staff:	Clerk is only member of staff	

<ul style="list-style-type: none"> • 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) 	Clerk where applicable	
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	Clerk No CCTV	15p per sheet b/w incl postage
<p>Class 6 – Lists and Registers Currently maintained lists and registers only.</p>	Website or clerk	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Clerk	15p per sheet b/w incl postage
Assets register, including details of public land and building assets	Clerk	15p per sheet b/w incl postage
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Website	
Register of members' interests	CDC	
Register of gifts and hospitality	N/A	
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	Clerk	
Allotments	N/A	
Burial grounds and closed churchyards		
Community centres and village halls		

Parks, playing fields and recreational facilities	N/A	15p per sheet b/w incl postage
Seating, litter bins, clocks, memorials and lighting	N/A	15p per sheet b/w incl postage
Bus shelters	Clerk	15p per sheet b/w incl postage
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees	Clerk	
Additional Information Information not itemised in the lists above	Clerk	

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 @ 15p per sheet (black & white)	To include postage at current rate
	Photocopying @ 25p per sheet (colour)	To include postage at current rate
	Postage	Actual cost of mail second class if available
Statutory Fee		In accordance with the relevant legislation "Charging for information in a Publication Scheme (ICO)