



Information available from Barton Stacey Parish Council under the model Freedom of Information publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Barton Stacey Parish Council Organisational information, structures, locations and contacts</p> <p>This will be current information only.</p>	<p>Website – www.bartonstacey-pc.co.uk</p>	<p>Free</p>
<p>Who's who on the Council and its Committees</p>	<p>Website/Village Boards</p>	<p>Free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website/Village Boards</p>	<p>Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Website/Village Boards</p>	<p>Free</p>
<p>Staffing structure</p>	<p>Clerk</p>	<p>Free</p>
<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>		

Current and previous financial year as a minimum		
Annual return form and report by auditor	website	Free
Finalised budget	website	Free
Precept	website	Free
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	website	Free
Grants given and received	Website/Clerk	Free
List of current contracts awarded and value of contract	Clerk	Free
Members' allowances and expenses	Clerk	Free
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		
Parish Plan (current and previous year as a minimum) Village Design statement	n/a website	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	website	Free
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
Class 4 – How we make decisions	(hard copy or website)	

(Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	website	Free
Agendas of meetings (as above)	Website & parish boards	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website & parish boards	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	In minutes – website	Free
Responses to planning applications	In minutes - website	Free
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	(hard copy or website)	
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	Website Clerk Clerk Website	Free 10p per copy 10p per copy Free

	Website Or hard copy	Free 10p per copy
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>n/a</p> <p>n/a</p> <p>n/a</p> <p>n/a</p> <p>Clerk</p> <p>Clerk</p>	<p>10p per copy</p> <p>10p per copy</p>
Information security policy	n/a	
Records management policies (records retention, destruction and archive)	Clerk	10p per copy
Data protection policies	Clerk	10p per copy
Schedule of charges (for the publication of information)	Clerk	10p per copy
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a	
Assets register	website	Free
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	Website	Free
Register of gifts and hospitality	website	Free
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	Website	Free
Burial grounds and closed churchyards	Website	Free
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	website	Free
Bus shelters	website	Free
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees and allotments)	Website	Free
Additional Information		

This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Newsletter – published twice a year	Website & delivered to every household in Parish	Free

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 @ 10p per sheet (black &	Approx actual cost *

	white)	
	Photocopying @ 50p per sheet (colour)	Approx actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority