

Braishfield Parish Council
Freedom of Information: Information Available

Information available from Braishfield Parish Council under the ICO model publication scheme

Information to be published	How the information can be obtained	Cost of hard copy (excluding postage)
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>		
Who's who on the Council and its Committees	hard copy or website	9p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	hard copy or website	9p
Location of Braishfield Village Hall (where our meetings are held) and accessibility details	hard copy or website	9p
Staffing structure	hard copy or website	9p
<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> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	hard copy or website	£2.70 per year requested

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Information to be published	How the information can be obtained	Cost of hard copy (excluding postage)
Finalised budget	hard copy or website	54p per year requested
Precept	hard copy or website	9p
Financial Standing Orders and Regulations	hard copy or website	£1.62
Grants given and received	hard copy or website	9p per year requested
List of current contracts awarded and value of contract (available for current contracts, if applicable)	hard copy or email	9p
Members' expenses (previous year is published; year to date on request only)	hard copy or website	9p per year requested
List of Items of Expenditure above £100 (previous year is published; year to date on request only)	hard copy or website	9p per year requested
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		
Annual Report to Parish or Community Meeting (part of the minutes of the annual parish meeting, latest minutes and years back to 1952)	hard copy or website	Variable cost at 9p/page. Recent years have around 8 pages at cost of 72p.
Quality status statement	hard copy or website	9p

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Information to be published	How the information can be obtained	Cost of hard copy (excluding postage)
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	hard copy or website	9p per year requested
<p>Agendas of meetings (as above)</p>	hard copy or website	9p to 18p per agenda requested (dependent on number of pages)
<p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. (latest minutes, and minutes dating back to 1952 are available)</p>	hard copy or website	Variable cost at 9p/page. Recent years have around 8 pages at cost of 72p.
<p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. (Available on request in response to specific requests)</p>	hard copy or email	Variable cost at 9p/page.
<p>Responses to consultation papers (Available on request in response to specific requests or as published in minutes of meetings)</p>	hard copy or email	Variable cost at 9p/page.

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Information to be published	How the information can be obtained	Cost of hard copy (excluding postage)
Responses to planning applications (Available on request in response to specific requests otherwise available on the planning portal of Test Valley Borough Council)	hard copy or email	Variable cost at 9p/page.
Policies and procedures for the conduct of council business:		
Procedural standing orders	hard copy or website	£8.10
Committee and sub-committee terms of reference (not currently applicable)	hard copy or website	n/a
Delegated authority in respect of officers (not currently applicable)	hard copy or website	n/a
Code of Conduct	hard copy or website	81p
Policies and procedures for the provision of services and about the employment of staff:		
Equality and diversity policy	hard copy or website	18p
Health and safety policy	hard copy or website	18p
Recruitment policies (including current vacancies)	hard copy or website	18p
Policies and procedures for handling requests for information	hard copy or website	27p
Complaints procedures (including those covering requests for information and operating the publication scheme)	hard copy or website	£1.26
Data protection & Information security policy	hard copy or website	18p
Records management policies (records retention, destruction and archive)	hard copy or website	18p
Schedule of charges (for the publication of information)	hard copy or website	9p

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Information to be published	How the information can be obtained	Cost of hard copy (excluding postage)
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets register	hard copy or website	9p
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)	hard copy or email	9p
Register of members' interests	hard copy or website	54p per member
Register of gifts and hospitality	hard copy or website	9p
List of services offered by the parish council	hard copy or website	9p

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Publication of information listed in this schedule ensures compliance with the Transparency Code for Smaller Authorities.

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. There is no charge for information accessed via the website of Braishfield Parish Council at www.braishfield-pc.org

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 9p per sheet (black & white)	Actual cost *
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred

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