



FREEDOM OF INFORMATION PUBLICATION SCHEME

General Information Regarding Council Information Availability and Pricing

Broughton Astley Parish Council makes public in some way, all information available in going about its business except those of a confidential nature affecting individuals and companies which may be regarded as sensitive. All meetings are held at the Village Hall unless prescribed by other legislation and public attendance is welcome throughout unless parishioners are temporarily excluded when such confidential arrangements are being discussed.

The following guide gives information regarding the places where the information may be obtained. In the column "How the information can be obtained", detail of the source is provided.

Our website can be accessed at www.broughton-astley.gov.uk

Our pricing policy is simply to recoup the cost of the service provided, or the required statutory fee. Unless shown directly the charge will relate to the scale found in the table at the end of this document, mostly relating to photocopying fees. Attendance at the Parish Office, within the Village Hall solely to view documents will not normally incur a fee unless substantial administrative staff help is required alongside.

Any queries to the Parish Manager at the Village Hall, Broughton Astley LE9 6PT 01455 285655

| Information to be published | How the information can be obtained |
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| Class 1 - Who we are and what we do | |
| Who's who on the Council and its Committees | Website Hard copy – contact Parish Manager |
| Contact details for Parish Manager Clerk and Council members | Website Hard copy – contact Parish Manager |
| Location of main Council office and accessibility details | Broughton Astley Parish Council Parish Office Station Road Broughton Astley LE9 6PT Location Plan and accessibility details available on website |
| Staffing structure | Hard copy – contact Parish Manager |
| 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) Current and previous financial year as a minimum | All documents available for inspection at Parish Office – contact Parish Manager. |
| Annual return form and report by auditor | Website Hard copy – contact Parish Manager |
| Finalised budget | Website Hard copy – contact Parish Manager |



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| Precept | Website Hard copy – contact Parish Manager |
| Borrowing Approval letters | Website Hard copy – contact Parish Manager |
| Financial Standing Orders and Regulations | Website Hard copy – contact Parish Manager |
| Grants given and received | Website Hard copy – contact Parish Manager |
| List of current contracts awarded and value of contract | Website Hard copy – contact Parish Manager |
| Members' allowances and expenses | Website Hard copy – contact Parish Manager |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | All documents available for inspection at Parish Office – contact Parish Manager |
| Neighbourhood Plan (current and previous year as a minimum) | Website Hard copy – contact Parish Manager |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website Hard copy – contact Parish Manager |
| Quality status | Hard copy |
| Local charters drawn up in accordance with DCLG guidelines | Not applicable |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous Council year as a minimum | All documents available for inspection at Parish Office – contact Parish Manager |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website Noticeboard Hard copy – contact Parish Manager |
| Agendas of meetings (as above) | Website Hard copy – contact Parish Manager |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | Website Available for inspection – contact Parish Manager Hard copy – contact Parish Manager |
| Reports presented to Council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | Reports available for inspection at Parish Office – contact Parish Manager Hard copy – contact Parish Manager |
| Responses to consultation papers | Responses available for inspection at Parish Office – contact Parish Manager Hard copy – contact Parish Manager |
| Responses to planning applications | Website (minutes) Responses available for inspection at Parish Office – contact Parish Manager Hard copy – contact Parish Manager |



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| <p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p> | <p>All documents available for inspection at Parish Office – contact Parish Manager</p> |
| <p>Policies and procedures for the conduct of Council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p> | <p>Hard copies of all documents available for inspection at Parish Office – contact Parish Manager. Website Hard copy please contact Parish Manager Website</p> |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equal Opportunities policy Environmental policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme) Customer Service Standards</p> | <p>Documents available for inspection at Parish Office – contact Parish Manager</p> <p>Website Hard copies of documents - contact Parish Manager</p> <p>Website</p> |
| <p>Information security policy</p> | <p>Not applicable</p> |
| <p>Records management policies (records retention, destruction and archive)</p> | <p>Not applicable</p> |
| <p>Data protection policies</p> | <p>Document available for inspection at Parish Office – contact Parish Manager - Hard copy - contact Parish Manager</p> |
| <p>Schedule of charges (for the publication of information)</p> | <p>Not applicable</p> |
| <p>Byelaws</p> | <p>Not applicable</p> |
| <p>Class 6 – Lists and Registers Currently maintained lists and registers only</p> | <p>All documents available for inspection at Parish Office – contact Parish Manager</p> |
| <p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p> | <p>Available for inspection at Parish Office – contact Parish Manager Hard copy - contact Parish Manager</p> |



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| Assets Register | Document available for inspection at Parish Office – contact Parish Manager. Hard copy - contact Parish Manager |
| 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) | Not applicable |
| Register of members' interests | Website Available for inspection at Parish Office – contact Parish Manager. Hard copy - contact Parish Manager |
| Register of gifts and hospitality | Available for inspection at Parish Office – contact Parish Manager Hard copy - contact Parish Manager |
| 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 | Website All documents available for inspection at Parish Office – contact Parish Manager |
| Allotments | Website |
| Burial grounds and closed churchyards | Website |
| Community centres and village halls | Website |
| Parks, playing fields and recreational facilities | Website |
| Seating, litter bins, memorials and lighting | Hard copy – contact Parish Manager |
| Bus shelters | Hard copy – contact Parish Manager |
| Markets | Not applicable |
| Public conveniences | Hard copy – contact Parish Manager |
| Agency agreements | Not applicable |
| A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees) | Website |
| Additional Information | |

Contact details:

Parish Manager
 Broughton Astley Parish Council
 Parish Office
 Station Road
 Broughton Astley LE9 6PT
 01455 285655
 parishoffice@broughton-astley.gov.uk