

Information available from Barmby on the Marsh 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	Free
<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	Free
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	Website	Free
<p>Location of main Council office and accessibility details</p>	n/a	
<p>Staffing structure</p>	Website	

<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	Hard copy and website	30p per sheet
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy and website	30p per sheet
Finalised budget	Hard copy and website	30p per sheet
Precept	Hard copy and website	30p per sheet
All items of expenditure above £100	Hard copy	30p per sheet
Financial Standing Orders and Regulations	Hard copy and Website	30p per sheet
Grants given and received	Hard copy and Website	30p per sheet
List of current contracts awarded and value of contract	Hard copy and Website	30p per sheet
Members' allowances and expenses	n/a	
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	Website	
Annual governance statement in format included in the Annual Return form	Website	
Parish Plan	n/a	

Annual Report to Parish or Community Meeting	Website (AGM Minutes)	
Quality status	n/a	
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 Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy	30p per sheet
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	Website or hard copy (Minutes)	30p per sheet
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy or website	
Agendas of meetings (as above)	Hard copy or website	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard copy or website	30p per sheet
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy or website	
Responses to consultation papers	Website (Minutes)	
Responses to planning applications	Website (Minutes)	
Bye-laws	n/a	

<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	Hard copy	30p per sheet
<p>Policies and procedures for the conduct of Council business:</p> <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 	Hard copy	30p per sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of service • Equality and diversity 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) 	<p>n/a</p> <p>Email</p> <p>Website</p> <p>Contact Clerk</p> <p>Contact Clerk</p>	
<p>Records management, personal data and access to information policies</p> <p>Include information security policies,</p>	Contact Clerk	

records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies		
Class 6 – Lists and Registers Currently maintained lists and registers only.	hard copy or website; some information may only be available by inspection	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	n/a	
Assets register, including details of public land and building assets	Hard copy	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Contact Clerk	
Register of members' interests	Website	
Register of gifts and hospitality	Website (Minutes)	
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	
Allotments	n/a	
Burial grounds and closed churchyards	Website/Hard Copy	Free
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	n/a	
Seating, litter bins, clocks, memorials and lighting	Contact Clerk	
Bus shelters	n/a	
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 (eg burial fees)	Website and Hard Copy	Free
Additional Information		
Information not itemised in the lists above		

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 @ 30p per sheet (black & white)	Actual cost *
	Photocopying @ 80p per sheet (colour)	Actual cost
	Postage 75p	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	n/a	In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred

Agreed at Parish Council Meeting dated 5th March 2024