

**HELIONS BUMPSTEAD PARISH COUNCIL
FREEDOM OF INFORMATION ACT**

Information available under the model publication scheme

**Adopted 2018
Reviewed July 2020
Next Review June 2021**

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Information to be published	How the information can be obtained	Cost
<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	<p>Village Noticeboards Village Magazine Village Website Hard copy from Clerk</p>	<p>Free Free Free £1.00</p>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Village Noticeboards Village Magazine Village Website Hard copy from Clerk</p>	<p>Free Free Free £1.00</p>
Location of main Council office and accessibility details	Committee Room	

	HB Village Hall Mill Road CB9 7AQ [not regularly manned]	
Staffing structure	n/a	
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		
Annual return form and report by auditor	Village Noticeboards Village Magazine Village Website Hard copy from Clerk	Free Free Free £2.00
Finalised budget	Hard copy from Clerk	£2.00
Precept	Hard copy from Clerk	£2.00
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Village Website Hard copy from Clerk	Free £5.00
Grants given and received	Village Website Hard copy from Clerk	Free £2.00
List of current contracts awarded and value of contract	Hard copy from Clerk	£2.00
Members' allowances and expenses	Hard copy from Clerk	£2.00
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		

Village Appraisal, Parish Plan, and Parish Plan Update	Hard copies from Clerk Download from website	Free Free
Annual Report to Parish Meeting	Village website Hard copy from Clerk	Free £5
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Village Noticeboards Village Magazine Village Website Hard copy from Clerk	Free Free Free £1
Agendas of meetings (as above)	Village Noticeboards Hard copy from Clerk	Free £1
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Village Website Hard copy from Clerk	Free £2
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk	£2
Responses to consultation papers	Hard copy from Clerk	£3
Responses to planning applications	On Braintree Distric Councils Website Hard copy from Clerk	£2
Bye-laws	n/a	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</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>Village website Hard copy from Clerk</p>	<p>Free £3</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 Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Village Website Hard copy from Clerk</p>	<p>Free £5</p>
<p>Information security policy</p>	<p>Village Website Hard copy from Clerk</p>	<p>Free £2</p>

Records management policies (records retention, destruction and archive)	Village Website Hard copy from Clerk	Free £2
Data protection policies	Village Website Hard copy from Clerk	Free £2
Schedule of charges (for the publication of information)	Village Website Hard copy from Clerk	Free £2
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection only, Clerk	
Assets Register	Inspection only, Clerk	
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	Inspection only, Clerk	
Register of gifts and hospitality	Inspection only, Clerk	

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			
Allotments	n/a	Details of all services	free
Burial grounds and closed churchyards	n/a	provided by HBPC	
Community centres and village halls		are available on the	
Parks, playing fields and recreational facilities		website	
Seating, litter bins, clocks, memorials and lighting			
Bus shelters			
Markets	n/a		
Public conveniences	n/a		
Agency agreements			
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)			
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above			
Maintains and waymarks public footpaths and bridleways		Footpath map on Village Green	
Maintains highway verges			
Maintains the Village Green			
Maintains the Village Hall borders			

Contact details:

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Braintree, Essex. CM7 4HH

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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		Actual cost *
		Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Any FOI requests will be charged at		£100