

# HELIONS BUMPSTEAD PARISH COUNCIL FREEDOM OF INFORMATION ACT

## Information available under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (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><b>Village Noticeboards</b> <b>Village Magazine</b> <b>Village Website</b> <b>Hard copy from Clerk</b></p>	<p>Free Free Free 10p</p>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p><b>Village Noticeboards</b> <b>Village Magazine</b> <b>Village Website</b> <b>Hard copy from Clerk</b></p>	<p>Free Free Free 10p</p>
Location of main Council office and accessibility details	<b>Committee Room</b>	

	<b>HB Village Hall Mill Road CB9 7AQ</b> [not regularly manned]	
Staffing structure	n/a	
<b>Class 2 – What we spend and how we spend it</b> (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	<b>Village Noticeboards Village Magazine Village Website Hard copy from Clerk</b>	Free Free Free 10p
Finalised budget	<b>Hard copy from Clerk</b>	10p
Precept	<b>Hard copy from Clerk</b>	10p
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	<b>Village Website Hard copy from Clerk</b>	Free 20p
Grants given and received	<b>Village Website Hard copy from Clerk</b>	Free 20p
List of current contracts awarded and value of contract	<b>Hard copy from Clerk</b>	20p
Members' allowances and expenses	<b>Hard copy from Clerk</b>	20p
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		

Village Appraisal, Parish Plan, and Parish Plan Update	<b>Hard copies from Clerk</b> <b>Download from website</b>	Free Free
Annual Report to Parish Meeting	<b>Village website</b> <b>Hard copy from Clerk</b>	Free 50p
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
<b>Class 4 – How we make decisions</b> (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)	<b>Village Noticeboards</b> <b>Village Magazine</b> <b>Village Website</b> <b>Hard copy from Clerk</b>	Free Free Free 10p
Agendas of meetings (as above)	<b>Village Noticeboards</b> <b>Hard copy from Clerk</b>	Free 10p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	<b>Village Website</b> <b>Hard copy from Clerk</b>	Free 50p
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	<b>Hard copy from Clerk</b>	50p
Responses to consultation papers	<b>Hard copy from Clerk</b>	50p
Responses to planning applications	<b>Hard copy from Clerk</b>	50p
Bye-laws	n/a	
<b>Class 5 – Our policies and procedures</b>		

(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
<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><b>Village website</b> <b>Hard copy from Clerk</b></p>	<p>Free 10p per sheet</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><b>Village Website</b> <b>Hard copy from Clerk</b></p>	<p>Free 10p per sheet</p>
Information security policy	<p><b>Village Website</b> <b>Hard copy from Clerk</b></p>	<p>Free 50p</p>
Records management policies (records retention, destruction and archive)	<p><b>Village Website</b> <b>Hard copy from Clerk</b></p>	<p>Free 20p</p>

Data protection policies	<b>Village Website Hard copy from Clerk</b>	Free 20p
Schedule of charges (for the publication of information)	<b>Village Website Hard copy from Clerk</b>	Free 10p
<b>Class 6 – Lists and Registers</b>		
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)	<b>Inspection only, Clerk</b>	
Assets Register	<b>Inspection only, Clerk</b>	
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	<b>Inspection only, Clerk</b>	
Register of gifts and hospitality	<b>Inspection only, Clerk</b>	
<b>Class 7 – The services we offer</b>		

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments n/a	<b>Details of all services</b>	free
Burial grounds and closed churchyards n/a	<b>provided by HBPC</b>	
Community centres and village halls	<b>are available on the</b>	
Parks, playing fields and recreational facilities	<b>website</b>	
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)		
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
<b>Maintains and waymarks public footpaths and bridleways</b>	Footpath map on Village Green	
<b>Maintains highway verges</b>		
<b>Maintains the Village Green</b>		
<b>Maintains the Village Hall borders</b>		

**Contact details:**

**Parish Clerk, Mrs Cathryn Carlisle,**  
 Herkstead Green Bungalow, Cornish Hall End,  
 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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

