



Information available from Barton-le-Clay Parish Council under the Freedom of Information Act Model Publication Scheme

This 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
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current Information only.	-	-
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	HARD COPY	(*) 10p per sheet Email attachments free
	EMAIL / WEBSITE	FREE
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	HARD COPY	(*)
	EMAIL / WEBSITE	FREE
Location of main Council office and accessibility details	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
Staffing structure	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
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	-	-
Statement of accounts and internal audit report in the format included in the Annual Return form	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
Finalised budget	HARD COPY	(*)
	EMAIL/WEBSITE	FREE

Precept	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
Borrowing approval letter	N/A – Not Held	-
All items of expenditure above £100	EMAIL/WEBSITE	FREE
Financial Standing Orders and Regulations	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
Grants given and received	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
List of current contracts awarded and value of contract	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
Members' allowances and expenses	HARD COPY	(*)
	EMAIL	FREE
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous financial year as a minimum.		
Annual governance statement in format included in the Annual Return form	EMAIL/WEBSITE	FREE
Parish Plan	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
Quality status	N/A – Not Held	-
Local charters drawn up in accordance with DLUHC's guidelines	N/A – Not Held	-
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	(*)
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)	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
Agendas of meetings (as above)	HARD COPY	(*)

	EMAIL/WEBSITE	FREE
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	HARD COPY	(*)
	EMAIL	FREE
Responses to consultation papers	HARD COPY	(*)
	EMAIL	FREE
Responses to planning applications	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
Bye-laws	HARD COPY	(*)
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only	-	-
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	HARD COPY	(*) 10p per sheet Email attachments free
	EMAIL/WEBSITE	FREE
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including 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)	HARD COPY	(*) 10p per sheet Email attachments free
	EMAIL/WEBSITE	FREE
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	HARD COPY	(*)
	EMAIL/WEBSITE	FREE

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)	INSPECTION	NO CHARGE
Assets Register, including details of public land and building assets	HARD COPY	(*)
	EMAIL	FREE
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	N/A	-
Register of members' interests	INSPECTION	FREE
Register of gifts and hospitality	INSPECTION	FREE
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	(hard copy or website; some information may only be available by inspection)	-
Allotments	HARDCOPY	(*)
	EMAIL/WEBSITE	FREE
Burial grounds and closed churchyards	HARDCOPY	(*)
	EMAIL	FREE
Community centres and village halls	N/A – Not Held	-
Parks, playing fields and recreational facilities	HARDCOPY	(*)
	EMAIL/WEBSITE	FREE
Seating, litter bins, clocks, memorials and lighting	HARDCOPY	(*)
	EMAIL	FREE
Bus shelters	HARDCOPY	(*)
	EMAIL	FREE
Markets	N/A – Not Held	-
Public conveniences	N/A – Not Held	-
Agency agreements	N/A – Not Held	-
Services for which the council is entitled to recover a fee and details of those fees (e.g. burial fees)	HARDCOPY	(*)
	EMAIL/WEBSITE	FREE

Contact details:

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Barton-le-Clay Parish Council
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Bedford MK45 4NA**

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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	Photocopying @ 10p per sheet (black & white)	Actual cost: 0.0018p meter, 0.007p white paper + VAT
	Photocopying @ 20p per sheet (colour print)	Actual cost: 0.0175p meter, 0.007p white paper + VAT
	Postage: Cost of 2 nd Class Postage at time of purchase	Actual cost of Royal Mail standard 2 nd class postage
Statutory Fee	N/A	In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority