

EATON BRAY PARISH COUNCIL

INFORMATION AVAILABLE FROM EATON BRAY PARISH COUNCIL: UNDER THE MODEL PUBLICATION SCHEME

Last updated: 01/12/2008

Under the Freedom of Information Act 2000 (FOI) the Parish Council is required to routinely and proactively provide information to the public. Information can be viewed on the Parish Council Website or alternatively by applying to the Parish Clerk.

Information to be published	How the information can be obtained (hard copy (Clerk) and/or website)	Cost £
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	Website/Clerk	*
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Clerk	n/a
Location of main Council office and accessibility details	Website/Clerk	n/a
Staffing structure	Clerk	*
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	Clerk	*/**
Finalised budget	Financial Records: Clerk	*/**
Precept	Parish Council Minutes: Website/Clerk	*
Borrowing Approval letter	Clerk	*
Financial Standing Orders and Regulations	Website/Clerk	*
Grants given and received	Clerk	*
List of current contracts awarded and value of contract	Clerk	*
Members' allowances and expenses	Clerk	*
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	n/a	n/a
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/Clerk	*
Quality status	Clerk	n/a
Local charters drawn up in accordance with DCLG guidelines	n/a	n/a
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum	Website/Clerk	*
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Notice Boards/Clerk	*
Agendas of meetings (as above)	Website/Notice Boards/Clerk	*
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website/Clerk	*
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Clerk	*

EATON BRAY PARISH COUNCIL

Responses to consultation papers	Clerk	*
Responses to planning applications	Website/Clerk	*
Bye-laws	Website/Clerk	*
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	Website/Clerk	*
Policies and procedures for the provision of services and about the employment of staff: 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)	Website/Clerk (Policies & Procedures)	*
Recruitment policies (including current vacancies): Policies and procedure for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Clerk	*
Information security policy	Website/Clerk (Data Protection Act LTN38)	*
Records management policies (records retention, destruction and archive)	Website/Clerk (Local Council Document Guide LTN40)	*
Data protection policies	Website/Clerk (Data Protection Act LTN38)	*
Schedule of charges (for the publication of information)	Website/Clerk	*
Class 6 – Lists and Registers		
Currently maintained lists and registers only (some information may only be available by inspection)		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Clerk	*
Assets Register	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	n/a
Register of members' interests	Clerk	*
Register of gifts and hospitality	Clerk	*
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (some information may only be available by inspection) Current information only		
Allotments	Website/Clerk	*
Burial grounds and closed churchyards	Website/Clerk	*
Community centres and village halls	Website/Clerk	n/a
Parks, playing fields and recreational facilities	Website/Clerk	n/a

EATON BRAY PARISH COUNCIL

Seating, litter bins, clocks, memorials and lighting	Clerk	n/a
Bus shelters	Website/Clerk	n/a
Markets	n/a	n/a
Public conveniences	n/a	n/a
Agency agreements	n/a	n/a
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website/Clerk	*

CONTACT DETAILS

Address: Parish Clerk, Eaton Bray Parish Council, 20 Good Intent, Edlesborough, Dunstable, Beds LU6 2RD
Telephone: 01525 222602 **Email:** clerk@ebpc.co.uk **Website:** www.ebpc.co.uk

*if hard copy requested, Parish Council printing/postage fees will apply

**to contact the Clerk direct to arrange a viewing of records