

Information available from **Bredon and Bredon's Norton 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>	<p>(hard copy or website)</p> <p>www.bredonpc.org.uk or contact Parish Clerk</p>	
<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>	<p>www.bredonpc.org.uk or contact Parish Clerk</p>	
<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>	<p>Bredon Parish Council, Village Hall Main Road Bredon GL20 7QN parish.clerk@bredonpc.org.uk Contact Parish Clerk for contact details.</p>	
<p>Location of main Council office and accessibility details</p>	<p>Bredon Village Hall. Hours of opening: Monday 09.30-12.30, Tuesday 14.30-16.30 and Thursday 09.30-</p>	

	11.30.	
Staffing structure	Contact Parish Clerk for details.	
<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>	<p>(hard copy or website)</p> <p>www.bredonpc.org.uk or contact Parish Clerk</p> <p>www.bredonpc.org.uk or contact Parish Clerk</p>	
Statement of accounts and internal audit report in the format included in the Annual Return form	Contact Parish Clerk	
Finalised budget	Monthly Parish Council Minutes	
Precept	Monthly Parish Council Minutes	
Borrowing Approval letter	Not Held	
All items of expenditure above £100	Monthly Parish Council Minutes	
Financial Standing Orders and Regulations	www.bredonpc.org.uk or contact Parish Clerk	
Grants given and received	Contact Parish Clerk	
List of current contracts awarded and value of contract	Contact Parish Clerk	
Members' allowances and expenses	Not Held	
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	

Current and previous year as a minimum	www.bredonpc.org.uk or contact Parish Clerk	
Annual governance statement in format included in the Annual Return form	www.bredonpc.org.uk or contact Parish Clerk	
Parish Plan	www.bredonpc.org.uk or contact Parish Clerk	
Annual Report to Parish or Community Meeting	www.bredonpc.org.uk	
Quality status	Not Held	
Local charters drawn up in accordance with DLUHC's guidelines	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	www.bredonpc.org.uk or contact Parish Clerk	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website) www.bredonpc.org.uk	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	www.bredonpc.org.uk	
Agendas of meetings (as above)	www.bredonpc.org.uk	
Minutes of meetings (as above) – exclude material that is properly	www.bredonpc.org.uk or contact Parish Clerk	

considered to be exempt from disclosure		
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Monthly Parish Council Minutes	
Responses to consultation papers	Not Held	
Responses to planning applications	Monthly Parish Council Minutes	
Bye-laws	www.bredonpc.org.uk	
<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>	<p>(hard copy or website)</p> <p>www.bredonpc.org.uk or contact Parish Clerk</p>	
<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 	<p>www.bredonpc.org.uk or contact Parish Clerk</p>	
<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 services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including 	<p>www.bredonpc.org.uk or contact Parish Clerk</p>	

those covering requests for information and operating the publication scheme)		
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	www.bredonpc.org.uk or contact Parish Clerk	
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)	Contact Parish Clerk	
Assets register, including details of public land and building assets	www.bredonpc.org.uk or contact Parish Clerk	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice		
Register of members' interests	www.wychavondc.gov.uk	
Register of gifts and hospitality	Not Held	
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	Details available from the Clerk	
Burial grounds and closed churchyards	Not Held	
Community centres and village halls	Details available from the Clerk	
Parks, playing fields and recreational facilities	Details available from the Clerk	
Seating, litter bins, clocks, memorials and lighting	Details available from the Clerk	
Bus shelters	Details available from the Clerk	
Markets	Details available from the Clerk	
Public conveniences	Details available from the Clerk	
Agency agreements	Not Held	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Details available from the Clerk	
Additional Information Information not itemised in the lists above	Details available from the Clerk	

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

Please Note: There are no costs or charges associated with sourcing information. We may make a charge for photocopying (10p per copy) and postage.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost

	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred