

Freedom of Information

Information available from Beeford Parish Council

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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	hard copy/website	Photocopying-see schedule of charges below
Who's who on the Council	hard copy/website	Photocopying
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))		
<p>Class 2 – What we spend and how we spend it</p> <p>Current and previous financial year</p>	hard copy/website	Photocopying-see schedule of charges below

Annual return form and report by auditor		
Precept		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Class 3 – What our priorities are and how we are doing	hard copy	Photocopying- see schedule of charges below
Annual Report to Parish or Community Meeting		
Class 4 – How we make decisions (Decision making processes and records of decisions)	hard copy/website	Photocopying- see schedule of charges below
Current and previous council year as a minimum		
Agendas of meetings (as above)		
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services)	hard copy/website	Photocopying- see schedule of charges

and responsibilities) Current information only		below
Policies and procedures for the conduct of council business: Procedural standing orders Committee terms of reference Code of Conduct Policy statements		
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)		
Information security policy		
Data protection policies		
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers	hard copy – some information may only be	Photocopying-see schedule

Currently maintained lists and registers only	available by inspection	of charges below
Assets Register		
Register of members' interests		
Class 7 – The services we offer (Information about the services we offer, including guidance produced for the public and businesses) Current information only	hard copy - some information may only be available by inspection	Photocopying-see schedule of charges below

A request for information under the Freedom of Information Act 2000 must be made in writing, to: Mrs Anne McCloud Parish Clerk 9 Parklands Beeford Driffield YO25 8AY

All requests to be responded to within 30 working days

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 80p per sheet (black & white)	As charged by East Riding LibraryService
	Photocopying @ 150p per sheet (colour)	As charged by East Riding LibraryService
	Postage	Royal Mail standard 2 nd class

