

**Information available from Breadsall Parish Council under the  
model publication scheme of the Freedom of Information Act 2000**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<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	Web-site	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web-site Newsletter Noticeboard	Free Free Free
Staffing structure	Not applicable	
<p><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)</p>		
Annual return form and report by auditor	Hard copy - contact Clerk	10psheet
Finalised budget	Hard copy - contact Clerk	10psheet
Precept	Hard copy - contact Clerk Newsletter (limited period)	10psheet free
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard copy - contact Clerk	10psheet

Grants given and received	Hard copy - contact Clerk	10psheet
List of current contracts awarded and value of contract	Hard copy - contact Clerk	10psheet
Members' allowances and expenses	Not applicable	
<b>Class 3 - What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting	Newsletter Web-site (limited period) Hard copy - contact Clerk	Free free 10psheet
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 - How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web-site Newsletter Hard copy - contact Clerk	Free free 10psheet
Agendas of meetings (as above)	Web-site ) Hard copy)current only	Free 10psheet
Minutes of meetings (as above) - nb this will exclude information that is properly regarded as private to the meeting.	Web-site (limited period) Hard copy - contact Clerk	Free 10psheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy - contact Clerk	10psheet
Responses to consultation papers	Hard copy- contact Clerk	10psheet
Responses to planning applications	Hard copy- contact Clerk	10psheet
Bye-laws	Hard copy - contact Clerk	10psheet

<p><b>Class 5 - Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<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>	Hard copy - contact Clerk	10psheet
<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>	Hard copy - contact Clerk	10psheet
Information security policy -	Hard copy - contact Clerk	10psheet
Records management policies (records retention, destruction and archive)	Hard copy - contact Clerk	10psheet
Data protection policies	Hard copy - contact Clerk	10psheet
Schedule of charges (for the publication of information)	See later	

<b>Class 6 - Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list	Inspection - contact Clerk	10psheet
Assets Register	Hard copy - contact Clerk	10psheet
Disclosure log	Hard copy - contact Clerk	10psheet
Register of members' interests	Hard copy - contact Clerk	10psheet
Register of gifts and hospitality	Hard copy - contact Clerk	10psheet
<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	(hard copy or website; some information may only be available by inspection)	
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls - parish rooms	Not applicable	
Parks, playing fields and recreational facilities	Contact Clerk	free free
Seating, litter bins, clocks, memorials and lighting	Not applicable	
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees	Not applicable	

**Contact details: Mrs N O'Leary - Clerk to Breadsall Parish Council**  
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**Web-site [www.breadsallparishcouncil.org](http://www.breadsallparishcouncil.org)**

SCHEDULE OF CHARGES

<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 *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>	n/a	

\* the actual cost incurred by the public authority