

# Freedom of Information Act

## Information available from Batcombe Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts - current information only)	(Note: information available on the website can also be obtained in hard copy from the Clerk at a cost of 10p per A4 sheet.)	
Who's who on the Council	Website	
Contact details for Parish Clerk and Council members	Website	
Location of main Council office and accessibility details	Website	
Staffing structure - <i>just the Clerk</i>	Website	
<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 - current and previous financial year as a minimum)		
Annual Return form and report by auditor	Hard Copy – contact Clerk	10p/sheet
Finalised budget	Hard Copy – contact Clerk	10p/sheet
Precept	Hard Copy – contact Clerk	10p/sheet
Financial Standing Orders and Regulations	Website	
Grants given and received	Hard Copy – contact Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard Copy – contact Clerk	10p/sheet

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Chairman’s Report to Annual Parish Meeting (current and previous year as a minimum)	Hard Copy – contact Clerk	10p/sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions - current and previous council year as a minimum)		
Timetable of meetings (Council and parish meetings)	Hard Copy – contact Clerk	10p/sheet
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy – contact Clerk	10p/sheet
Responses to consultation papers	Hard Copy – contact Clerk	10p/sheet
Responses to planning applications	Website	
<b>Class 5 – Our policies and procedures</b> (Written policies and procedures for delivering our services and responsibilities - current information only)		
Policies and procedures for the conduct of council business: Procedural Standing Orders Delegated authority in respect of officers Code of Conduct	Website	
Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information Complaints procedures	Website	
Records management policies (records retention, destruction and archive)	Hard Copy – contact Clerk	10p/sheet
Data protection policies	Hard Copy – contact Clerk	10p/sheet
Schedule of charges (for the publication of information – <i>see below</i> )	Website	

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Edited Electoral Register	Available from District Council	
Assets Register	Website	
Register of members' interests	Website	
<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)		
Allotments	Website	
Playing Field and recreational facilities	Hard Copy – contact Clerk	10p/sheet
War memorials	Hard Copy – contact Clerk	10p/sheet

### Contact details:

**The Clerk – Dr Rob Sage**  
**Portway Farm, Batcombe, Shepton Mallet, Somerset BA4 6BR**  
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### 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 *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the Parish Council