

Information available from Bowes Parish Council under the model publication scheme for the Freedom of Information Act

Information to be published	How the information can be obtained	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.	(hard copy and/or website) Website By post from clerk (see contact details below)	Free 10 pence plus the cost of first-class postage
Who's who on the Council and its Committees	As above	As above
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	As above	As above
Location of main Council office and accessibility details	Not applicable	
Staffing structure	Not applicable – single employee	
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	(hard copy and/or website) Website By post from clerk (see contact details below)	Free 10 pence plus the cost of first-class postage

Annual return form and report by auditor	As above	As above
Finalised budget	As above	As above
Precept	As above	As above
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	As above	As above
Grants given and received	By post from clerk (see contact details below)	10 pence plus the cost of first-class postage.
List of current contracts awarded and value of contract	As above	As above
Members' allowances and expenses	Not applicable	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy and/or website) Website By post from clerk (see contact details below)	Free 10 pence plus the cost of first-class postage
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Not applicable	
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy and/or website) Website	Free

Current and previous council year as a minimum	By post from clerk (see contact details below)	10 pence plus the cost of first-class postage
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	As above	As above
Agendas of meetings (as above)	As above	As above
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	As above	As above
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	As above	As above
Responses to consultation papers	By post from clerk (see contact details below)	10 pence plus the cost of first-class postage.
Responses to planning applications	As above	As above
Bye-laws	Not applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy and/or website) Website By post from clerk (see contact details below)	Free 10 pence plus the cost of first-class postage
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements	As above	As above

<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</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	By post from clerk (see contact details below)	10 pence plus the cost of first-class postage.
Information security policy	As above.	As above
Records management policies (records retention, destruction and archive)	As above.	As above.
Data protection policies	As above.	As above.
Schedule of charges) for the publication of information)	Not applicable	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy and/or website)</p> <p>Website</p> <p>By post from clerk (see contact details below)</p>	<p>Free</p> <p>10 pence plus the cost of first-class postage</p>
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable	
Assets Register	<p>(hard copy and/or website)</p> <p>Website</p>	

	By post from clerk (see contact details below)	
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)	Not applicable	
Register of members' interests	(hard copy and/or website) Website By post from clerk (see contact details below)	Free 10 pence plus the cost of first-class postage
Register of gifts and hospitality	As above if any	As above if any
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 and/or website) Website By post from clerk (see contact details below)	Free 10 pence plus the cost of first-class postage
Allotments	As above	As above
Burial grounds and closed churchyards	As above	As above
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	(hard copy and/or website) Website By post from clerk (see contact details below)	Free 10 pence plus the cost of first-class

		postage
Seating, litter bins, clocks, memorials and lighting	As above	As above
Bus shelters	As above	As above
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 (e.g. burial fees)	Not applicable	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Ross Woodley

Clerk and Responsible Financial Officer

Bowes Parish Council

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SCHEDULE OF CHARGES

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

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 1 st class
Statutory Fee	N/A	In accordance with the relevant legislation (quote the actual statute)
Other	N/A	

* the actual cost incurred by the public authority