



[clerk@battisford-pc.gov.uk](mailto:clerk@battisford-pc.gov.uk)  
<http://www.battisford-pc.gov.uk>

## Information available from Battisford 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><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	(hard copy or website)	
<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>On website</p> <p>As Part of Register of Interests on Babergh and Mid Suffolk council website</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>	On website	
Location of main Council office and accessibility details	N/a	
Staffing structure	N/a	
<p><b>Class 2 – What we spend and how we spend it</b></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>	(hard copy or website)	

Statement of accounts and internal audit report in the format included in the Annual Return form	On website	
Finalised budget	Hard copy	
Precept	Hard Copy	
Borrowing Approval letter	N/A	
All items of expenditure above £100	On website in minutes	
Financial Standing Orders and Regulations	On website	
Grants given and received	On website in minutes	
List of current contracts awarded and value of contract	On website In Minutes	
Members' allowances and expenses	On website in minutes	
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	On website	
Parish Plan	On website as Action Plan	
Annual Report to Parish or Community Meeting	On website in minutes	
Quality status	N/a	
Local charters drawn up in accordance with DLUHC's guidelines	N/a	
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	If in place on website	
<p><b>Class 4 – How we make decisions</b></p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	On website	
Agendas of meetings (as above)	On website	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	On website	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy	
Responses to consultation papers	Hard copy or referenced in minutes on website	
Responses to planning applications	On website In minutes and on Mid Suffolk planning portal	
Bye-laws	N/a	
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of Council business:  <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	On website	
Policies and procedures for the provision of services and about the employment of staff:  <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Hard copy  On website On Website On website  On website  On website	

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	On Website	
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	N/a	
Assets register, including details of public land and building assets	Hard copy or on website as attached to minutes	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	N/a	
Register of members' interests	As Part of Register of Interests on Babergh and Mid Suffolk council website	
Register of gifts and hospitality	Hard copy	
<b>Class 7 – The services we offer</b>	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	N/a	
Burial grounds and closed churchyards	On website	
Community centres and village halls	N/a	
Parks, playing fields and recreational facilities	On website as part of asset register	
Seating, litter bins, clocks, memorials and lighting	As above	
Bus shelters	N/a	
Markets	N/a	
Public conveniences	N/a	
Agency agreements	N/a	
	On website	

Services for which we are entitled to recover a fee and details of those fees (eg burial fees)		
<b>Additional Information</b> Information not itemised in the lists above	N/a	

### Schedule of charges

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Other</b>		

\* the actual cost incurred

Agreed March 26  
Review March 27