

BINEGAR PARISH COUNCIL

Freedom of Information Act: Information available to the public¹

This table shows where we hold information and how you can obtain it. Most information is on the Council's website and is available free of charge.

We charge 50p a sheet for paper copies (minimum charge of £10). We charge £10 for information requests under the Data Protection Act.

Information	Location
<p>Class1 - Who we are and what we do <i>Organisational information, structures, locations and contacts</i></p> <p>Who's who on the Council and its Committees Contact details for Parish Clerk and Council members The Council has no office; you can arrange to see a councillor via the Clerk Staff: The Parish Clerk works part-time</p>	<p>Website Website Website Website</p>
<p>Class 2 – What we spend and how we spend it <i>Financial information /relating to projected and actual income and expenditure, procurement, contracts and financial audit</i></p> <p>Annual Return form and report by auditor Finalised budget Precept Borrowing Approval letter Financial Standing Orders Grants given and received List of current contracts awarded and value of contract Members' allowances Member's expenses</p>	<p>Website Website Website None Website Website From Clerk Not paid From Clerk</p>
<p>Class 3 – What our priorities are and how we are doing <i>Strategies and plans, performance indicators, audits, inspections and reviews</i></p> <p>Parish Plan (current and previous year as a minimum) Annual Report to Parish Quality status Local charters drawn up in accordance with DCLG guidelines</p>	<p>No plan prepared Website Not applicable No charters</p>
<p>Class 4 – How we make decisions <i>Decision making processes and records of decisions</i></p> <p>Timetable of meetings Agendas of meetings Minutes of meetings Reports presented to council meetings Responses to consultation papers Responses to planning applications Bye-laws</p>	<p>Website Website Website Website Website Website Website</p>

¹ In accordance with the *Model Publication Scheme* of the Information Commissioner

<p>Class 5 – Our policies and procedures <i>Current written protocols, policies and procedures for delivering our services and responsibilities</i></p> <p><i>Policies and procedures for the conduct of council business:</i> Procedural Standing Orders Committee terms of reference (there are no sub-committees) Delegated authority in respect of officers Code of Conduct Policy statements</p> <p><i>Policies and procedures for the provision of services and about the employment of staff:</i> Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies Policies and procedures for handling requests for information Complaints procedure (including requests for information and operating the publication scheme)</p> <p><i>Freedom of information and data protection policies</i> Information security policy Records management policies (records retention, destruction and archive) Data protection policies Schedule of charges (for the publication of information)</p>	<p>Website Website No delegation Website Website</p> <p>None Website To do 2015 Website Website Website</p> <p>To do 2015 Drafts To do 2015 See above</p>
<p>Class 6 – Lists and Registers</p> <p>Any publicly available register or list Assets Register Disclosure log Register of members’ interests Register of gifts and hospitality</p>	<p>None Website Not held Website None</p>
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Allotments Burial grounds and closed churchyards Community centres and village halls Parks, playing fields and recreational facilities Seating, litter bins, clocks, memorials and lighting Bus shelters Markets Public conveniences Agency agreements Services for which the council is entitled to recover a fee: Burial fees</p>	<p>Not applicable Website Not applicable Website Website Not applicable Not applicable Not applicable Not applicable Website</p>
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>	<p>None</p>