

Freedom of Information Act Information available from Englefield Parish Council

It is the policy of Englefield Parish Council to make access to information about the Council's activities as easy as possible. Last Updated 22.03.2018

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)		
Who's who on the Council and its Committees	Englefield Parish website: https://englefieldpc.org.uk	Nil
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Nil
Location of main Council office and accessibility details	Website	Nil
Staffing structure	Website	Nil
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		
Annual return form and report by auditor	Website or apply to the Clerk to the Parish Council	Nil or see below
Finalised budget	Apply to the Clerk	See below
Precept	Apply to Clerk	See below
Borrowing Approval letter	N/a	
Financial Standing Orders and Regulations	Website	Nil
Grants given and received	Website	Nil
List of current contracts awarded and value of contract	Apply to Clerk	See below
Members' allowances and expenses	Apply to Clerk	See below
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	n/a	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Nil

Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Notice boards and Englefield Parish website	Nil
Agendas of meetings (as above)	Notice boards the Englefield Parish website.	Nil
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Englefield Parish website	Nil
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Apply to the Clerk	See below
Responses to consultation papers	Apply to the Clerk	See below
Responses to planning applications	See Minutes of meetings	Nil
Bye-laws	Apply to the Clerk	See below
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	See website or Apply to the Clerk Apply to the Clerk Apply to the Clerk Apply to the Clerk Apply to the Clerk	See below
Policies and procedures for the provision of services and about the employment of staff: 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)	See website or Apply to the Clerk Apply to the Clerk Apply to the Clerk Apply to the Clerk Apply to the Clerk Apply to the Clerk	See below
Information security policy	Apply to the Clerk	See below

Records management policies (records retention, destruction and archive)	Apply to the Clerk	See below
Data protection policies	Apply to the Clerk	See below
Schedule of charges (for the publication of information)	Apply to the Clerk	See below
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Apply to the Clerk	See below
Assets Register	Apply to the Clerk	See 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 held	See below
Register of members' interests	WBC Monitoring Officer	See below
Register of gifts and hospitality	Apply to the Clerk	See below
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		
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	Apply to the Clerk	See below
Parks, playing fields and recreational facilities	Apply to the Clerk	
Seating, litter bins, clocks, memorials and lighting	Apply to the Clerk	
Bus shelters	Apply to the Clerk	
Markets	Apply to the Clerk	
Public conveniences	Apply to the Clerk	
Agency agreements	Apply to the Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Apply to the Clerk	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Clerk to Englefield Parish Council
Mrs A Julia Ives
30 Westons
Beedon
Newbury
Berkshire RG20 8SL

Phone: (01635) 248411
Email: ajuliaives@btinternet.com

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 @ 10 p per sheet (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)