

Information available from Burton Salmon 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>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>		
List of Council members and their responsibilities as well a list of Council Committees	Hard copy and website	Hard copies charged per schedule
Details of any representation on local public bodies	Hard copy and website	Hard copies charged per schedule
Postal and email address	Hard copy and website	Hard copies charged per schedule
Contact details for Parish Clerk and Council members	Hard copy and website	Hard copies charged per schedule
Where possible, provide named contacts including contact phone numbers and email addresses	Hard copy and website	Hard copies charged per schedule
Location of main Council office and accessibility details	Not held	
Staffing structure	Not held (only one employee)	
<p>Class 2 – What we spend and how we spend it</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>		
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy and website	Hard copies charged per schedule
Finalised budget	Hard copy and website	Hard copies charged per schedule
Precept	Hard copy and website	Hard copies charged per schedule
Borrowing Approval letter	Hard copy	Hard copies charged per schedule
All items of expenditure above £100	Hard copy and website	Hard copies charged per schedule
Financial Standing Orders and Regulations	Hard copy and website	Hard copies charged per schedule
Grants given and received	Hard copy	Hard copies charged per schedule

List of current contracts awarded and value of contract	Hard copy	Hard copies charged per schedule
Members' allowances and expenses	Hard copy	Hard copies charged per schedule
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Hard copy and website	Hard copies charged per schedule
Parish Plan	Not held	
Annual Report to Parish or Community Meeting	Not held	
Quality status	Not held	
Local charters drawn up in accordance with DLUHC's guidelines	Not held	
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	Not held	
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 and any committee/sub-committee meetings and parish meetings)	Hard copy and website	Hard copies charged per schedule
Agendas of meetings (as above)	Hard copy and website	Hard copies charged per schedule
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard copy and website	Hard copies charged per schedule
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy	Hard copies charged per schedule
Responses to consultation papers	Hard copy	Hard copies charged per schedule
Responses to planning applications	Hard copy	Hard copies charged per schedule
Bye-laws	Not held	

<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Hard copy and website	Hard copies charged per schedule
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Hard copy and website	Hard copies charged per schedule
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	Hard copy and website	Hard copies charged per schedule
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>		
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	Hard copy	Hard copies charged per schedule
<p>Assets register, including details of public land and building assets</p>	Hard copy	Hard copies charged per schedule
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	Not held	Hard copies charged per schedule
<p>Register of members' interests</p>	Hard copy and website	Hard copies charged per schedule

Register of gifts and hospitality	Hard copy	Hard copies charged per schedule
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	Not held	
Burial grounds and closed churchyards	Not held	
Community centres and village halls	Not held	
Parks, playing fields and recreational facilities	Not held	
Seating, litter bins, clocks, memorials and lighting	Hard copy	Hard copies charged per schedule
Bus shelters	Hard copy	Hard copies charged per schedule
Markets	Not held	
Public conveniences	Not held	
Agency agreements	Not held	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Not held	
Additional Information Information not itemised in the lists above	Hard copy	Hard copies charged per schedule

Contact details:

Clerk: Mrs Debi Meir, 12 Waddle Road, Micklefield, Leeds, LS25 4EP
Tel: 07890 017674 Email: clerk@burtonsalmon-pc.gov.uk

Schedule of Charges:

- One copy of any available document will be supplied free of charge to any resident within the Parish of Burton Salmon
- Multiple copies of any available document will be supplied to any resident within the Parish of Burton Salmon on payment of the cost of copying and postage as per the schedule below.
- Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Burton Salmon or to any company or corporate body, on payment of the cost of copying and postage as per the schedule below, plus a sum not exceeding £25.00 for administrative expenses based on the time taken to compile the information.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying / Printing	10p per sheet
	Postage	Actual cost of Royal Mail standard 2 nd class