

# FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

## PANNAL AND BURN BRIDGE PARISH COUNCIL

Information available under the Publication Scheme (based on ICO Model Publication Scheme)

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>Who's who on the Council Contact details for Parish Clerk and Council Members</p>	<p>Website Notice boards and website Hard copy (per sheet)</p>	<p>Nil Nil 10p</p>
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>Annual (AGAR) return form and auditor report Finalised budget and Precept Financial Standing Orders and Regulations Grants received List of any current contract awarded and value Members' expenses</p>	<p>Website / inspection Website Hard copy (per sheet) Hard copy (per sheet) Hard copy (per sheet)</p>	<p>Nil / £5 per hour  Nil 10p 10p</p>
<p><b>Class 3 – What our priorities are and how we are doing (strategies and plans, audits and reviews)</b></p> <p>Monthly Meetings (current and previous years as a minimum) – recorded as minutes</p>	<p>Website / emailed newsletters</p>	<p>Nil</p>
<p><b>Class 4 – How we make decisions</b></p> <p>Timetabled meetings Meeting agendas Responses to consultation papers (Minuted) Responses to planning applications (Minuted) Reports presented to council meetings (Minuted-unless information properly regarded as private to the meeting)</p>	<p>Website / noticeboards / Emailed newsletters Hard copy (per sheet)</p>	<p>Nil 10p</p>

Meeting Minutes – this will exclude information that is properly regarded as private to the meeting		
<b>Class 5 – Our policies and procedures</b>		
Procedural Standing Orders Council and Committee Terms of Reference Code of Conduct Policy Statements	Website / Inspection Inspection via Parish Clerk Website Hard copy (per sheet)	Nil / £5 / hour Inspection £5 / hour Nil 10p
<b>Policies and procedures for the provision of services and about the employment of staff</b>		
Equality and Diversity Policy Recruitment policies Policies and procedures for handling information requests Complaints procedures (including those covering requests for information and operating the publication scheme)	As above, where policies exist	
<b>Class 6 – Lists and Registers</b>		
Assets Register Disclosure log (indicating information that has been provided in response to requests) Register of members' interests Any other publicly available register or list	Inspection via Parish Clerk	Inspection £5 / hour
<b>Class 7 - the services we offer</b>		
Speed control devices (SIDs) Bench seating Provision of various bird boxes Defibrillator provision Parish planters		
<b>Additional information</b> Nothing else as at date of adoption 6 <sup>th</sup> May 2021		

**Contact details** – all requests for information should be made in writing to the Parish Clerk, email [parishclerk@pannalandburnbridge-pc.gov.uk](mailto:parishclerk@pannalandburnbridge-pc.gov.uk) (or by post to Mrs Jane Marlow, Curlew Croft, Main Street, Kirkby Malzeard, Ripon, HG4 3SE)