

# Baldons Parish Council

## Freedom of Information and Transparency Policy

The Baldons Parish Council is committed to

- To make information available to the public as part of its normal business activities.
- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Parish Council and falls within the classifications below.
- To specify the information which is held by the Parish Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this document.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Parish Council makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

**In accordance with the Transparency Policy, we will publish:**

- all items of expenditure above £100;
- end of year accounts;
- annual governance statement;
- internal audit report;
- list of councillor or member responsibilities;
- the details of public land, building and other assets;
- minutes, agendas and meeting papers of formal meetings.

### Classes of Information

Where appropriate the classes of information include the following:

#### **1. Who we are and what we do**

Organisational information, locations and contacts, constitutional and legal governance.

#### **2. What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

#### **3. What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews.

#### **4. How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

#### **5. Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

#### **6. Lists and registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

Adopted:	13.07.2020	Minute:		Review date:	July 2021
----------	------------	---------	--	--------------	-----------

# Baldons Parish Council

## **The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered

## **Exclusions**

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## **The method by which information will be made available**

All the information is available on the website or it may be obtained from the Parish Clerk. If information is made available by viewing in person, then an appointment to view will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Parish Council is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **Charges which may be made for information published under the scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Parish Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as photocopying, postage and packaging, or the costs directly incurred as a result of viewing information. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## **Written requests**

Information held by the Parish Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act (FOI). We will respond to a FOI within 20 working days.

Adopted:	13.07.2020	Minute:		Review date:	July 2021
----------	------------	---------	--	--------------	-----------

# Baldons Parish Council

## Information available

Documents showing the information listed below can be viewed by arrangement with the Clerk, or can be obtained as shown in the table. Copies of the information can be supplied and these will be charged at 20p per sheet. If documents are sent by post, second class postage will be charged.

<b>Class of information</b>	<b>Information available</b>	<b>Source of information</b>
Class 1: Who we are and what we do	Information on and contact details of the Parish Councillors, Clerk and newsletter editor	Newsletter and website
Class 2: What we spend and how we spend it	Annual return and report by auditor Finalised budget Annual accounts Audit Reports Precept Financial Regulations Risk assessment Governance Statement Grants given and received Current contracts awarded and their value Members expenses	Noticeboard and website Website Website  Minutes and website Website  Website Minutes and website N/A  Minutes
Class 3: What are our priorities and how are we doing	Annual reports to Parish Meeting	Agenda and website
Class 4: How we make decisions	Timetable of meeting Agenda of meetings Minutes of meetings Responses to consultation papers Responses to planning applications	Noticeboard and website Noticeboard and website Website Minutes Newsletter and SODC website
Class 5: Our policies and procedures	Code of conduct Risk assessment Handling requests for information	Website Website Website
Class 6: Lists and registers	Asset Register  Register of members' interests	Annual accounts and website Website

### Contact details:

Thomas James acts as Parish Clerk and RFO to the Baldons Parish Council.

Email: [clerk@baldonspc.org](mailto:clerk@baldonspc.org)

Adopted:	13.07.2020	Minute:		Review date:	July 2021
----------	------------	---------	--	--------------	-----------