

# BEEFORD PARISH COUNCIL

## Freedom of Information Act 2000

### Parish Council Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> <i>(Current organisational information, structures, locations and contacts)</i>		
<ul style="list-style-type: none"> <li>List of Council members and their responsibilities as well a list of Council Committees, including details of any representation on local public bodies</li> <li>Contact details for Parish Clerk and Council members.</li> </ul> <p>Please note: the Parish Council does not have an office, the Clerk is the only member of staff.</p>	<a href="http://www.beefordpc.com/councillors.aspx">www.beefordpc.com/councillors.aspx</a>	Free
<b>Class 2 – What we spend and how we spend it</b> <i>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</i>		
<ul style="list-style-type: none"> <li>Statement of accounts and internal audit report in the format included in the Annual Return form</li> <li>Finalised budget</li> <li>Precept</li> <li>All items of expenditure above £100</li> <li>Grants given and received</li> <li>Current contracts awarded and value of contract</li> <li>Members' allowances and expenses</li> </ul>	<a href="http://www.beefordpc.com/finances.aspx">www.beefordpc.com/finances.aspx</a>	Free
Financial Standing Orders and Regulations	<a href="http://www.beefordpc.com/policies.aspx">www.beefordpc.com/policies.aspx</a>	Free

<b>Class 3 – What our priorities are and how we are doing</b> <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i> <i>Current and previous year as a minimum</i>		
Annual governance statement in format included in the Annual Return form	<a href="http://www.beefordpc.com/policies.aspx">www.beefordpc.com/policies.aspx</a>	Free
<b>Class 4 – How we make decisions</b> <i>(Decision making processes and records of decisions) Current and previous Parish Council year as a minimum</i>		
Timetable of meetings	<a href="http://www.beefordpc.com">www.beefordpc.com</a>	Free
Agendas of meetings	<a href="http://www.beefordpc.com/agendas.aspx">www.beefordpc.com/agendas.aspx</a>	Free
Minutes of meetings, including any reports and responses	<a href="http://www.beefordpc.com/minutes.aspx">www.beefordpc.com/minutes.aspx</a>	Free
<b>Class 5 – Our policies and procedures</b> <i>(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</i>		
<ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> <li>• Records management, personal data and access to information policies</li> </ul>	<a href="http://www.beefordpc.com/policies.aspx">www.beefordpc.com/policies.aspx</a>	Free
<b>Class 6 – Lists and Registers</b> <i>Currently maintained lists and registers only.</i>		
Assets register, including details of public land and building assets	<a href="http://www.beefordpc.com/finances.aspx">www.beefordpc.com/finances.aspx</a>	Free
Register of members' interests	<a href="http://www.beefordpc.com/councillors.aspx">www.beefordpc.com/councillors.aspx</a>	Free

<b>Class 7 – The services we offer</b> <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</i>		
The Parish Council does not currently provide any leaflets, guidance or newsletters.		

## Requests

Where information is not readily available on the Parish Council website or is required in hard copy format, the following Schedule of charges will apply. All fees must be paid before information is provided. Requests must be received in writing to [clerk@beefordpc.com](mailto:clerk@beefordpc.com) Requests must include the contact and address details of the person making the request and must describe clearly the information required.

## Schedule of charges

Fees must be paid before the information is provided.

DESCRIPTION	BASIS OF CHARGE
Photocopying A4 black and white 20p per sheet	As charged by East Riding Library Service
Photocopying A4 colour 50p per sheet	As charged by East Riding Library Service
Packaging cost dependant on size of package	Estimated
Postage	Actual current cost of Royal Mail standard 2 <sup>nd</sup> class

Approved by Beeford Parish Council 7 July 2025