

## Freedom of Information

### Information available from Beeford Parish Council

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only  N.B. Councils should already be publishing as much information as possible about how they can be contacted.	hard copy/website	Photocopying see schedule of charges below
Who's who on the Council	hard copy/website	Photocopying
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))		
<b>Class 2 – What we spend and how we spend it</b>  Current and previous financial year	hard copy/website	Photocopying see schedule of charges below

Annual return form and report by auditor		
Precept		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		

<b>Class 3 – What our priorities are and how we are doing</b>	hard copy	Photocopying see schedule of charges below
Annual Report to Parish or Community Meeting		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	hard copy/website	Photocopying see schedule of charges below
Agendas of meetings (as above)		
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	hard copy/website	Photocopying see schedule of charges below
Policies and procedures for the conduct of council business:  Procedural standing orders Committee terms of reference Code of Conduct Policy statements		

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>		
Information security policy		
Data protection policies		
Schedule of charges (for the publication of information)		
<b>Class 6 – Lists and Registers</b>	hard copy – some information may only be	Photocopying see schedule
Currently maintained lists and registers only	available by inspection	of charges below
Assets Register		
Register of members' interests		
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including guidance produced for the public and businesses)</p> <p>Current information only</p>	hard copy - some information may only be available by inspection	Photocopying see schedule of charges below

## Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 80p per sheet (black & white)	As charged by East Riding Library Service
	Photocopying @ 150p per sheet (colour)	As charged by East Riding Library Service
	Postage	Royal Mail standard 2 <sup>nd</sup> class

A request for information under the Freedom of Information Act 2000 must be made in writing, to:  
Beeford Parish Council C/O The Post Office, Main Street, Beeford YO25 8AS