

Freedom of Information
Information available from Berkswell Parish Council under model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Web site Hard copy from Clerk	Free 10p per sheet plus postage
Contact details for Parish Clerk and Council members (named contacts with telephone number and email address (if used))	Web site Hard copy from Clerk	Free 10p per sheet plus postage
Location of main Council office and accessibility details	We do not have a public office	
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Web site Hard copy from Clerk	Free 10p per sheet plus postage
Finalised budget	Web site Hard copy from Clerk	Free 10p per sheet plus postage
Precept	Web site Hard copy from Clerk	Free 10p per sheet plus postage
Financial Standing Orders and Regulations	Web site Hard copy from Clerk	Free 10p per sheet plus postage
Grants given and received	Web site Hard copy from Clerk	Free 10p per sheet plus postage
List of current contracts awarded and value of contract	Web site Hard copy from Clerk	Free 10p per sheet plus postage
Members' allowances and expenses	Web site Hard copy from Clerk	Free 10p per sheet plus postage
Class 3 – What our priorities are and how we are doing		
Parish Council Report (approximately monthly)	Web site	Free

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	Hard copy from Clerk	10p per sheet plus postage
Annual Report to Parish Meeting (current and previous year)	Web site (with Council minutes) Hard copy from Clerk	Free 10p per sheet plus postage
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web site On Parish notice boards Hard copy from Clerk	Free Free 10p per sheet plus postage
Agendas of meetings (as above)	Web site On Parish notice boards Hard copy from Clerk	Free Free 10p per sheet plus postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web site Hard copy from Clerk	Free 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy from Clerk	10p per sheet
Responses to public consultation exercises undertaken by Council	Hard Copy from Clerk	10p per sheet
Responses to planning applications	Web site Hard copy from Clerk	Free 10p per sheet plus postage
Risk Assessments	Hard copy from Clerk	10p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Standing orders Financial Regulations IT and Data Protection	Web site Hard copy from Clerk	Free 10p per sheet plus postage

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Freedom of Information - model publication scheme Complaints Procedure - for residents		
Schedule of charges (for the publication of information)	Web site Hard copy from Clerk	Free 10p per sheet plus postage
Class 6 – Lists and Registers		
Assets Register need this on web site	Web site Hard copy from Clerk	Free 10p per sheet plus postage
Register of members' interests need link on our site to http://www.solihull.gov.uk/democracy/27758.htm		
Register of gifts and hospitality		
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Parks, playing fields and recreational facilities	See asset register above	
Seating, litter bins, clocks, memorials and lighting	See asset register above	
Bus shelters	See asset register above	

Contact details: See web site

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

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TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .10p per sheet (black & white)	Actual cost to Parish Council
	Postage	Actual cost of Royal Mail standard 2 nd class