New Bradwell Parish Council

Information available from New Bradwell Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	**How the information can be obtained**	**Cost**
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	Website or hard copy	Free/10p a page
List of Council members and their responsibilities as well a list of Council Committees	Website or hard copy	10p a page

Details of any representation on local public bodies		
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website or hard copy	10p a page
Location of main Council office and accessibility details	Website or hard copy	10p a page
Staffing structure	Website or hard copy	10p a page
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website or hard copy	10p a page
Statement of accounts and internal audit report in the format included in the Annual Return form	Website or hard copy	10p a page
Finalised budget	Website or hard copy	10p a page
Precept	Website or hard copy	10p a page
Borrowing Approval letter	Not applicable	-
All items of expenditure above £100	Website or hard copy	10p a page

Financial Standing Orders and Regulations	Website or hard copy	10p a page
Grants given and received	hard copy	10p a page
List of current contracts awarded and value of contract	hard copy	10p a page
Members' allowances and expenses	Not held	-
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Website or hard copy	10p a page
Annual governance statement in format included in the Annual Return form	Website or hard copy	10p a page
Parish Plan	Website or hard copy	10p a page
Annual Report to Parish or Community Meeting	Website or hard copy	10p a page
Quality status	Website or hard copy	10p a page
Local charters drawn up in accordance with DLUHC's guidelines	Website or hard copy	10p a page

Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website or hard copy	10p a page
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website or hard copy	10p a page
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website or hard copy	10p a page
Agendas of meetings (as above)	Website or hard copy	10p a page
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website or hard copy	10p a page
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website or hard copy	10p a page
Responses to consultation papers	Website or hard copy	10p a page
Responses to planning applications	Website or hard copy	10p a page
Bye-laws	N/A	-

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Website or hard copy	10p a page
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Website or hard copy	10p a page
Records management, personal data and access to	Website or hard copy	10p a page

information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies		
Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Website or hard copy	10p a page
Assets register, including details of public land and building assets	Only available by inspection	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Website or hard copy	10p a page
Register of members' interests	Website https://newbradwell-pc.gov.uk/ Held by principle authority on website https://www.milton-keynes.gov.uk/parish-register-interests	10p a page
Register of gifts and hospitality	Hard copy	10p a page
	(hard copy or website; some	

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	information may only be available by inspection)	
Allotments	Website or hard copy	10p a page
Community centre	Website or hard copy	10p a page
Agency agreements	Website or hard copy	10p a page
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)		
Additional Information Information not itemised in the lists above		

Schedule of charges

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE

Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred

Contact
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1	ICO		ICO updated version 3.0 20211029