

SAMBOURNE PARISH COUNCIL – INFORMATION AVAILABLE

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information and contacts)</p> <p>This will be current information only.</p>	Hard copy or website	
Who's who on the Council	Hard copy or website	
Contact details for Parish Clerk and Council members	Hard copy or website	
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Contact Clerk	
Finalised budget	Contact Clerk	
Precept	Contact Clerk	
Financial Standing Orders and Regulations	Hard copy or website	
<p>Class 3 – What our priorities are and how we are doing</p> <p>Current and previous year as a minimum</p>		
Parish Plan	Hard copy or website	

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Annual Report to Parish (current and previous year as a minimum)	Hard copy or website	
Class 4 – How we make decisions Current and previous council year as a minimum		
Timetable of meetings	Hard copy or website	
Agendas of meetings	Hard copy or website	
Minutes of meetings	Hard copy or website	
Responses to consultation papers	Contact Clerk	
Responses to planning applications	Contact Clerk	
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 Code of Conduct Policy statements	Hard copy or website	
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy	Hard copy or website	

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Policies and procedures for handling requests for information		
Data protection policy	Hard copy or website	
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets register	Hard copy or website	
Register of members' interests	Hard copy or website	
Class 7 – The services we offer Current information only		
Seating, litter bins, memorial, flagpole	Contact Clerk	
Bus shelter	Contact Clerk	
Village Green, recreation field	Contact Clerk	

Contact details:

Mrs Teresa Murphy
 Clerk
 61 Victoria Road
 Bidford on Avon
 Warwickshire B50 4AR

clerk.sambournepc@aol.com
www.sambourne.org

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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 @ ..p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	£450	In accordance with the relevant legislation Section 12 of the Freedom of Information Act 2000