

## Information available from Ramsden Parish Council (2008 Freedom of Information Act)

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, contacts) Current information only.		
Who's who on the Council	Village website, notice board	Free
Contact details for Parish Clerk and Council members	Newsletter, notice board	Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year		
Annual return form and report by auditor	Hard copy – contact Clerk	10p/sheet
Finalised budget	Hard copy – contact Clerk	10p/sheet
Precept	Hard copy – contact Clerk	10p/sheet
Financial Standing Orders and Regulations	Hard copy – contact Clerk	10p/sheet
Grants given and received	Hard copy – contact Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p/sheet
Members' expenses	Hard copy – contact Clerk	10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, audits, inspections and reviews)		
Annual Report to Parish Meeting (current and previous year)	Hard copy – contact Clerk	10p/sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year		
Timetable of meetings (Council and Parish meetings)	Village Website, Notice board Hard copy – contact Clerk	Free 10p/sheet
Agendas of meetings (as above)	Village Website, Notice board	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Village Website, Notice board Hard copy – contact Clerk	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	10p/sheet
Responses to consultation papers	Hard copy – contact Clerk	10p/sheet
Responses to planning applications	Hard copy – contact Clerk	10p/sheet
<b>Class 5 – Our policies and procedures</b> (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 Delegated authority in respect of officers	Hard copy – contact Clerk Hard copy – contact Clerk	10p/sheet 10p/sheet

Code of Conduct	Hard copy – contact Clerk	10p/sheet
Policy statements	Hard copy – contact Clerk	10p/sheet
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hard copy – contact Clerk	10p/sheet
Policies and procedures for handling requests for information	Hard copy – contact Clerk	10p/sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy – contact Clerk	10p/sheet
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	10p/sheet
Data protection policies	Hard copy – contact Clerk	10p/sheet
Schedule of charges (for the publication of information)	Notice board Hard copy – contact Clerk	Free 10p/sheet
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(some information may only be available by inspection)	
Assets Register	Hard copy – contact Clerk	10p/sheet
Register of members' interests	Hard copy – contact Clerk	10p/sheet
Register of gifts and hospitality	Hard copy – contact Clerk	10p/sheet
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(some information may only be available by inspection)	
Allotments	Hard copy – contact Clerk	10p/sheet
Burial grounds and closed churchyards	Hard copy – contact Clerk	10p/sheet
Burial records for Ramsden Cemetery	By inspection – contact Clerk	Free
Ramsden Memorial Hall	Village Website	Free
Playing field	Hard copy – contact Clerk	
Services for which the council is entitled to recover a fee, together with those fees:		
Burial fees	Hard copy – contact Clerk	Free
Newsletter advertising fees	Village website, Hard Copy – contact Clerk	Free

**Contact details: Clerk to the Council – Mrs Hilary Warner Tel. 01993 771809**

**Ramsden Parish Council  
SCHEDULE OF CHARGES**

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b> (where applicable)		In accordance with the relevant legislation

\* actual cost incurred by the public authority