



FREEDOM OF INFORMATION FACT SHEET

Information available from Barrow Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost for hard copy
Class 1 – Who we are and what we do <i>(Organisational information, structures, locations and contacts)</i> This will be current information only	The website address for the information below is www.barrowpc.org Hard copies can be obtained from clerk@barrowpc.org	
List of council members and their responsibilities	Website/hard copy	10p per page + pp
Contact details for Parish Clerk and Council members <i>(named contacts where possible with telephone number and email address (if used))</i> Parish Clerk: clerk@barrowpc.org	Website/hard copy	10p per page + pp
Location of main Council office and accessibility details	Email to clerk@barrowpc.org	
Staffing Structure	One part time clerk	
Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum.</i>		10p per page + pp
Statement of accounts and internal audit report	Website/hard copy	10p per page + pp
Annual return form and report by auditor	Website/hard copy	10p per page + pp
Finalised budget	Website/hard copy	10p per page + pp
Precept (recorded in January meeting minutes)	Website/hard copy	10p per page + pp
Borrowing approval letter	Not applicable	
All items of expenditure over £100 (recorded in minutes)	Website/hard copy	
Financial Standing Orders and Regulations	Website/hard copy	10p per page + pp
Grants given and received – (recorded in the minutes)	Website/hard copy	10p per page + pp
List of current contracts awarded (recorded in the minutes)	Website/hard copy	
Members' allowances and expenses (recorded in minutes)	Website/hard copy	10p per page + pp

Class 3 – What our priorities are and how we are doing <i>(Strategies and Plans, performance indicators, audits, inspections and reviews)</i>		
Annual governance statement in format included in the Annual Return form	Website/hard copy	10p per page + pp
Parish Plan	Not applicable	
Annual Report to Parish Meeting	Website/hard copy	10p per page + pp
Quality status	Not applicable	
Local charters	Not applicable	
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	Not applicable	

Class 4 – How we make decisions (<i>Decision making processes and records of decisions</i>) Current and previous council year as a minimum. Recorded in Minutes)		10p per page + pp
Timetable of meetings (<i>Council, any Committees and Sub-Committees and Parish Meeting</i>)	Website/hard copy	10p per page + pp
Agendas of meetings	Parish Notice Board, website	10p per page + pp
Minutes of meetings excluding information that is properly regarded as private to the meeting	Website/hard copy	10p per page + pp
Reports presented to Council meetings excluding information that is properly regarded as private to the meeting	Website/hard copy	10p per page + pp
Responses to consultation papers	Not applicable	
Responses to planning applications and consultation papers	Register of planning applications is maintained on the website. Planning applications can be viewed on Cheshire West and Chester Borough Council website www.cheshirewestandchester.gov.uk	10p per page + pp
Bye-laws	Not applicable	
Class 5 – Our policies and procedures (<i>Current written protocols, policies and procedures for delivering our services and responsibilities</i>). Current information only		
Procedural Standing Orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website/hard copy	10p per page + pp
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/hard copy	10p per page + pp

Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website hard copy	10p per page + pp
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Class 6 – Lists and Registers Currently maintained lists and registers only		
Information legally required to hold in publicly available registers	Website/hard copy	10p per page + pp
Asset Register	Website/hard copy	10p per page + pp
Disclosure log	Website/hard copy	10p per page + pp
Register of members' interests	Website and Cheshire West & Chester Borough Council website www.cheshirewestandchester.gov.uk	
Register of gifts and hospitality	Hard copy/email	10p per page + pp
Class 7 – The services we offer <i>(Information about the services we offer including any leaflets, guidance and newsletters produced for the public and businesses). Current information only</i>		
Allotments	www.barrowpc.org	
Village Hall	Managed by a separate charity	
Playing field and recreational facilities on Barrow Lane	Managed by a separate charity	
Bus Shelter (on Barrow Lane)	Not applicable	
Recreational Footpaths	Footpaths Guide available from Guilden Sutton Post Office, Tarvin Post Office, Meadow Lea Cafe Guilden Sutton and Bluebell Cafe or requested by email at foothpaths@barrowpc.org	£4 per copy

Contact Details: Email clerk@barrowpc.org

SCHEDULE OF CHARGES

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per sheet (black and white) Postage	Actual cost incurred by the authority Actual cost of 2 nd class post for standard letters. Additional costs will be incurred if the weight of the correspondence to be posted exceeds the standard letter rate

Statutory Fee		In accordance with the relevant legislation
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This document is based on the 'template guide to information for parish councils' accessed through
www.ico.gov.uk/for_organisations/freedom_of_information/definition_documents.aspx

Approved by the Parish Council on 13.11.2023