

# Information available from REDBOURN PARISH COUNCIL under the Freedom of Information Act model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Hard copy and/or website Available from: Clerk to the Parish Council Redbourn Parish Council The Parish Centre The Park Redbourn AL3 7LR 01582 794832 clerk@redbourn-pc.gov.uk www.redbourn-pc.gov.uk</p>	<p>See schedule of charges below</p>
<p>List of Council members and their responsibilities as well as a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Ditto</p>	<p>Ditto</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Ditto</p>	<p>Ditto</p>
<p>Location of main Council office and accessibility details</p>	<p>Ditto</p>	<p>Ditto</p>
<p>Staffing structure</p>	<p>Ditto</p>	<p>Ditto</p>

<b>Class 2 – What we spend and how we spend it</b> (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	(hard copy of website)	
Statement of accounts and internal audit report in the format included in the Annual Return form		
Finalised budget	Ditto	Ditto
Precept	Ditto	Ditto
Borrowing Approval letter	N/A	N/A
All items of expenditure above £100	Ditto	Ditto
Financial Standing Orders and Regulations	Ditto	Ditto
Grants given and received	Ditto	Ditto
List of current contracts awarded and value of contract	Ditto	Ditto
Members' allowances and expenses	Ditto	Ditto
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Ditto	Ditto
Parish Plan (current and previous year as a minimum)	Ditto	Ditto
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Ditto	Ditto
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	Parish Charter available from St Albans District Council or the Clerk	Ditto

Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health and Safety Impact Assessment, Equality Impact Assessment, etc) as appropriate and relevant	Hardcopy at Parish Centre	Free

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>All minutes of parish council meetings are available to download free of charge from the Parish Council's website: <a href="http://www.redbourn-pc.gov.uk">www.redbourn-pc.gov.uk</a></p> <p>Also available from The Clerk</p>	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Available from the Clerk and on the website	Ditto
Agendas of meetings (as above)	Website – the Clerk	Ditto
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website – the Clerk	Ditto
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Available from The Clerk and on the website	Ditto
Responses to consultation papers	Available from The Clerk	Ditto
Responses to planning applications	SADC Web Site or the Deputy Clerk	Ditto
Bye-laws	Noticeboards on Common Available from The Clerk	Ditto
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	Available from The Clerk	Ditto
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference</p>	Available from The Clerk	Ditto

Delegated authority in respect of officers Code of Conduct Policy statements		
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)	Available from the Clerk or on the website.	Ditto
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		Ditto
<b>Class 6 – Lists and Registers</b>  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)	Available from the Clerk or on the website	Ditto
Assets Register, including details of public land and building assets	Available from the Clerk or on the website	Ditto
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Available from the Clerk	Ditto
Register of members' interests	Available from the Clerk	Ditto
Register of gifts and hospitality	Available from the Clerk	Ditto

<p><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)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Community centres and village halls – Redbourn Parish Centre</p>	<p>Managed by the Parish Council.</p>	
<p>Parks, playing fields and recreational facilities</p>	<p>The Common, Flamsteadbury Lane, Long Cutt, East Common and Silk Mill Play Areas and the Millennium Site are managed by the PC. Information is available from The Clerk.</p> <p>The Museum is leased to the Trustees of Redbourn Village Historical and Museum Group Ltd and can be contacted on 01582 793397.</p> <p>The Recreation Centre is managed by Redbourn Recreation Centre and Playing Fields Trust Information is available from the Redbourn Recreation Centre 01582 626202</p>	
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Available from the Clerk</p>	
<p>Bus shelters</p>	<p>Available from the Clerk</p>	
<p>Agency agreements</p>	<p>Nicky Line/Parish Paths          Available from the Clerk</p>	

Contact details: Chris Kenny, Clerk to the Parish Council, Redbourn Parish Council, The Parish Centre, The Park, Redbourn, AL3 7LR  
 Tel: 01582 794832 [clerk@redbourn-pc.gov.uk](mailto:clerk@redbourn-pc.gov.uk)



**SCHEDULE OF CHARGES NOTE: Charges are only made for documents over 10 pages in length.**

This describes how the charges have been arrived at:

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Cost of copy plus time of officer
	Photocopying @ 10p per sheet (colour)	Cost of copy plus time of officer
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation