

Information available from Burton Joyce 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	Can be viewed via the following: 1. On the Parish Council's Website www.burtonjoyceparishcouncil.org.uk 2. Email clerk@burtonjoyceparishcouncil.gov.uk 3. By prior arrangement with the Parish Clerk telephone 0115 931 40 84	£ Zero
List of Council members and their responsibilities as well a list of Council Committees	Website	£ Zero
Details of any representation on local public bodies	Not held	N/A
Postal and email address	Website	£ Zero
Contact details for Parish Clerk and Council members	As above	
Where possible, provide named contacts including contact phone numbers and email addresses		
	Website	£ Zero

Location of main Council office and accessibility details		
Staffing structure	Website	£ Zero
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	Hard Copy Hard Copy	Detailed below Detailed below
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	£ Zero
Finalised budget	Website	£ Zero
Precept	Website	£ Zero
Borrowing Approval letter	Hard Copy	Detailed below
All items of expenditure above £100	Hard Copy	Detailed below
Financial Standing Orders and Regulations	Website	£ Zero
Grants given and received	Hard Copy	Detailed below
List of current contracts awarded and value of contract	Hard Copy	Detailed below
Members' allowances and expenses	Hard Copy	Detailed below
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	Hard copy	Detailed below
Annual governance statement in format included in the Annual Return form	Website	£ Zero

Parish Plan	Neighbourhood Plan on Website	£ Zero
Annual Report to Parish or Community Meeting	Website and hard copy	£ Zero
Quality status	Not held	N/A
Local charters drawn up in accordance with DLUHC's guidelines	Not held	N/A
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 held	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy – terms of reference and minutes	Detailed below
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Council meetings on website	£ Zero
Agendas of meetings (as above)	Website	£ Zero
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	£ Zero
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy	Detailed below
Responses to consultation papers	Website	£ Zero
Responses to planning applications	Website	£ Zero
Bye-laws	Not held	
	Website	£ Zero

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	Hard copy	Detailed below
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)	Hard copy and website	Detailed below
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	By inspection	£ Zero
Class 6 – Lists and Registers	By inspection	£ Zero

Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	By inspection	£ Zero
Assets register, including details of public land and building assets	Hard copy	Detailed below
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Not held	N/A
Register of members' interests	Gedling Borough Council Website and Hardcopy	Detailed below
Register of gifts and hospitality	By inspection	£ Zero
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	Website	£ Zero
Allotments	Website	£ Zero
Burial grounds and closed churchyards	Website	£ Zero
Community centres and village halls	Not held	
Parks, playing fields and recreational facilities	Website	£ Zero
Seating, litter bins, clocks, memorials and lighting	Not held	N/A
Bus shelters	Not held	N/A
Markets	By inspection	£ Zero
Public conveniences	Not held	
Agency agreements	By inspection	£ Zero
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	By inspection	£ Zero

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 @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

Publication Scheme reviewed and by Finance & General Purpose Committee
June 3rd 2025 and approved by Full Council June 10th 2025