

**Bredgar Parish Council (BPC)**  
**Freedom of Information Act Schedule May 2018**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b>		
Organisational information, structures, locations and contacts		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Not Applicable	
Staffing structure	Not Applicable	
<b>Class 2 – What we spend and how we spend it</b>		
Current and previous financial year as a minimum		
Annual return form and report by auditor	Website	Free
Precept	Website – In November Meeting Minutes	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website (from 2017)	Free
Members' allowances and expenses	Zero - None Allocated/Taken	Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a	Website	Free

minimum)		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	SBC Planning Portal	Free
<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	Website	Free
Code of Conduct Policy statements Procedures Work Instructions Standard Notices	Website	Free

Schedules / Lists		
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Safeguarding policy Memorial bench policy Metal detecting policy <i>Complaints procedures (including those covering requests for information and operating the publication scheme)</i>	Website	Free
Information security policy	Website	Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection management policies (including requests for information)	Website	Free
<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)	
Assets register	Website (in Audit Papers)	Free
Register of members' interests	SBC Website	Free
<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	(hard copy or website; some information may only be available by inspection)	
Cemetery Burial grounds	Burial Book available for inspection from The Clerk	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
Services for which the council is entitled to recover a fee		

Burial Fees	Available from The Clerk	Free
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Safety Inspection Reports	Website	Free

## Contact details:

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