

## Freedom of Information Act

### Information available from Bramhope & Carlton Parish Council under the model publication scheme

	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Who we are and what we do</b>		
Who's who on the Council and its Committees	Website Hard copy - Robert Craven Hall and main village notice board	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy - Notice Boards and Robert Craven Hall	
Location of main Council office and accessibility details	Website Hard copy - Robert Craven Hall	
Staffing structure	Website Hard copy – contact Clerk	
<b>What we spend and how we spend it</b>		
Annual return form and report by auditor	Contact Clerk	
Finalised budget	Contact Clerk	
Precept	Contact Clerk	

Financial Standing Orders and Regulations	Contact Clerk	
Grants given and received	Contact Clerk	
List of current contracts awarded and value of contract	Contact Clerk	
Members' allowances and expenses	Contact Clerk	
<b>What our priorities are and how we are doing</b>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web Site Hard copy - Contact Clerk	5p/sheet
<b>How we make decisions</b>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web site Contact Clerk	
Agendas of meetings (as above)	Web site Hard copy - Village Notice boards	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web site Hard copy - Contact Clerk	5p/sheet
Reports presented to council meetings	Contact Clerk	
Responses to consultation papers	Contact Clerk	
Responses to planning applications	Web site Contact Clerk	
<b>Our policies and procedures</b>		
Policies and procedures for the conduct of council business:	Contact Clerk	

Bramhope & Carlton Parish Council

Procedural standing orders Committee and sub-committee terms of reference 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 policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Contact Clerk	
Information security policy	Contact Clerk	
Records management policies (records retention, destruction and archive)	Contact Clerk	
Data protection policies	Contact Clerk	
Schedule of charges (for the publication of information)	Contact Clerk	
<b>Lists and Registers</b>		
Assets Register	Contact Clerk	
Disclosure	Contact Clerk	
Register of members' interests	Contact Clerk	
Register of gifts and hospitality	Contact Clerk	

<b>The services we offer</b>		
Burial grounds and closed churchyards	Web site Contact Clerk	
Parks, playing fields and recreational facilities	Web site Contact Clerk	
Seating, litter bins, clocks, memorials and lighting	Web site Contact Clerk	
Bus shelters	Web site Contact Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Web site Contact Clerk	

**Contact details:**      **Mrs Kate Fraser**  
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