

Information available from REDBOURN PARISH COUNCIL under the Freedom of Information Act 2009

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (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@redbournparishcouncil.gov.uk www.redbournparishcouncil.gov.uk</p>	<p>See schedule of charges below</p>
<p>Who's who on the Council and its Committees</p>	<p>Ditto</p>	<p>Ditto</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</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>
<p>Declaration of interests</p>	<p>Website</p>	<p>Free</p>

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Available from The Clerk (see above)	
Annual return form and report by auditor	Ditto	Ditto
Finalised budget	Ditto	Ditto
Precept	Ditto	Ditto
Borrowing Approval letter	N/A	N/A
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
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
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	Parish Charter available from St Albans District Council or the Clerk	Ditto
Parish Survey results	Hardcopy at Parish Centre	Free
Aims and objectives of the Parish Council	Website	Free

<p>Class 4 – How we make decisions (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 www.redbournparishcouncil.gov.uk</p> <p>Also available from The Clerk</p>	
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Available from the Clerk and on the website</p>	<p>Ditto</p>
<p>Agendas of meetings (as above)</p>	<p>Web site – the Clerk</p>	<p>Ditto</p>
<p>Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting.</p>	<p>Web Site – the Clerk</p>	<p>Ditto</p>
<p>Reports presented to council meetings - Note this will exclude information that is properly regarded as private to the meeting.</p>	<p>Available from The Clerk</p>	<p>Ditto</p>
<p>Responses to consultation papers</p>	<p>Available from The Clerk</p>	<p>Ditto</p>
<p>Responses to planning applications</p>	<p>Web Site – The Clerk</p>	<p>Ditto</p>
<p>Bye-laws</p>	<p>Noticeboards on Common Available from The Clerk</p>	<p>Ditto</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Available from The Clerk</p>	<p>Ditto</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Available from The Clerk</p>	<p>Ditto</p>

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Available from the Clerk or on the website.	Ditto
Information security policy		Ditto
Records management policies (records retention, destruction and archive)		Ditto
Data protection policies		Ditto
Schedule of charges)or the publication of information)		Ditto
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Available from The Clerk	Ditto
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	Ditto
Register of members' interests	Available from The Clerk	Ditto

<p>Class 7 – The services we offer (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 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: Nish Khanna, Clerk to the Parish Council, Redbourn Parish Council, The Parish Centre, The Park, Redbourn, AL3 7LR
 Tel: 01582 794832 clerk@redbournparishcouncil.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:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	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 nd class
Statutory Fee		In accordance with the relevant legislation