



Freedom of Information Statement & Publication Scheme

October 2018

Version ID	Description of Change	Version Sponsor	Policy Owner	Version creation date	Version Approval Date	Next Review Date
1.0	Initial policy creation	Sheridan Jacklin-Edward	Policy & Resources Committee	05/10/18	15/10/18	15/10/19
1.1	Factual / minor amendment to publication scheme – new policies available on website	Sheridan Jacklin-Edward	Policy & Resources Committee	17/10/18	n/a	n/a

Freedom of information

The Freedom of Information Act 2000 gives you the right to request information held by all UK public bodies, including Burnham Parish Council. The Act is designed to:

- Encourage greater openness and accountability in the services we provide
- Help improve the level of trust in public authorities
- Encourage improvements in the way we interact with you

Publication scheme

The Act requires authorities to maintain a Publication Scheme. This is a guide to the information that we publish as a matter of routine. Our Publication Scheme (Appendix 1) sets out the classes of information that we publish, how it will be published and accessed, what fees there might be, and the procedure for making requests. The scheme is intended to ensure that a wide range of information is easily available without the need to make specific requests for information.

For information not held on our Publication Scheme or available through other means, for example, our website, any person may make a request in writing to us asking for information. Subject to legal restrictions, we are obliged to state whether we hold that information and, if so, we are required to provide a copy.

Data Protection Act

The Data Protection Act 2018 gives you the right to access your own personal data, and all requests for personal information are treated in line with this Act, not the Freedom of Information Act 2000. For more information, please contact us on the details below.

How to make a request for information

If you wish to make a request for information, you will need to do so in writing, by email or post, to the Parish Clerk via the contact details below. Please provide a clear description of the information you require, your name and contact details.

If you need advice or assistance in making a request, please contact the Parish Clerk using the contact details below.

Payment

For information on our charges, please see the Publication Scheme (Appendix 1).

Contact details

Email: clerk@burnhamparish.gov.uk

Telephone: 01628 661381

Address: Parish Clerk, Burnham Park Hall, Windsor Lane, Burnham, SL1 7HR

**Burnham Parish Council
Publication Scheme**

October 2018

All items available on the website are also available in hard copy, with charges on request.

Information to be published	How the information can be obtained	Cost
Class 1: who we are and what we do		
Who's who on the Council and its committees	Website	n/a
Contact details for Parish Clerk and Council members	Website	n/a
Location of main Council office and accessibility details	Website	n/a
Staffing structure	Website	n/a
Class 2: what we spend and how we spend it		
Annual return form and report by auditor	Website	n/a
Finalised budget	Website	n/a
Precept	Website	n/a
Borrowing Approval letter	Hard copy	On request
Financial Regulations	Website	n/a
Grants given and received	Hard copy	On request
List of current contracts awarded and value of contract	Hard copy	On request
Members' allowances and expenses	Hard copy	On request
Class 3: what our priorities are and how we are doing		
Parish Plan	n/a	n/a
Annual Report to Annual Parish Meeting	Website	n/a
Quality status	n/a	n/a

Class 4: how we make decisions		
Timetable of meetings	Website	n/a
Agendas of meetings	Website	n/a
Minutes of meetings (this will exclude information that is regarded as private to the meeting)	Website	n/a
Reports presented to council meetings (this will exclude information that is regarded as private to the meeting)	Hard copy and website	On request
Responses to consultation papers	Hard copy	See below
Responses to planning applications	Website	n/a
Class 5: our policies and procedures		
Standing orders	Website	n/a
Committee and sub-committee terms of reference	Website	n/a
Delegated authority in respect of officers	Website	n/a
Code of Conduct	Website	n/a
Policy statements	Website	n/a
Staff handbook	Website	n/a
Equality and diversity policy	Website	n/a
Health and safety policy	Website	n/a
Complaints procedures	Website	n/a
Privacy policy	Website	n/a
Records management policies (records retention, destruction and archive)	Website	n/a
Data protection policies	Website	n/a
Schedule of charges (for the publication of information)	See list below	n/a
Class 6: lists and registers		
Assets register	Website	n/a
Register of members' interests	Website – South Bucks District Council	n/a
Register of gifts and hospitality	Website – South Bucks District Council	n/a

Class 7: the services we offer		
Allotments	n/a	n/a
Burial grounds and closed churchyards	Website	n/a
Community centres and village halls	Website	n/a
Parks, playing fields and recreational facilities	Website	n/a
Seating, litter bins, clocks, memorials and lighting	Website	n/a
Bus shelters	Website	n/a
Markets	n/a	n/a
Public conveniences	Website	n/a
Agency agreements	n/a	n/a
Services for which the council is entitled to recover a fee, together with those fees	Website	n/a

Contact details:

For more information, please contact the Parish Clerk, Sheridan Jacklin-Edward, on the details below:

Address: Burnham Park, Windsor Lane, Burnham, SL1 7HR

Telephone: 01628 661381

Email: clerk@burnhamparish.gov.uk

Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 5p per sheet (black & white or colour)	Actual cost
	Postage – Royal Mail standard 2 nd class	Actual cost