

Information available from Burton Agnes Parish Council under the Freedom of Information Act model publication scheme

Approved: 15/09/2025

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		
This will be current information only		
Who's who on the Council and its Committees	Hard copy Website	10p per sheet Free
Contact details for Clerk and Council members	Hard copy Website	10p per sheet Free
The Parish Council does not have offices but the Clerk can be contacted via phone, website and email	Website	Free
Staffing structure	Website	Free
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		
Annual Return form and report by auditor	Hard copy Website	10p per sheet Free

Finalised budget	Hard copy Website	10p per sheet Free
Precept	Hard copy Website	10p per sheet Free
Financial Standing Orders and Regulations	Hard copy Website	10p per sheet Free
Grants given and received	Hard copy Website	10p per sheet Free
List of current contracts awarded and value of contract	Hard copy Website	10p per sheet Free
Members' allowances and expenses	Hard copy Website	10p per sheet Free
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		
Annual Report to Parish Meeting	Hard copy Website	10p per sheet Free
Class 4 – How we make decisions		
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)	Hard copy Website	10p per sheet Free
Agendas of meetings (as above)	Hard copy Website	10p per sheet Free

Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting	Hard copy Website	10p per sheet Free
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting	Hard copy Website	10p per sheet Free
Responses to consultation papers	Hard copy Website	10p per sheet Free
Responses to planning applications	Hard copy Website ERYC Planning Portal	10p per sheet Free Free
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: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Hard copy Website	10p per sheet Free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Equality and diversity policy • Health and safety policy • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Hard copy Website	10p per sheet Free
Records management, personal data and access to information policies	Hard copy Website	10p per sheet Free

Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	For inspection only	
Assets register	Hard copy Website	10p per sheet Free
Register of members' interests	Hard copy Website ERYC Website	10p per sheet Free Free
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		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy Website	10p per sheet Free
Seating, litter bins, clocks, memorials and lighting	Hard copy Website	10p per sheet Free
Bus shelters	Hard copy Website	10p per sheet Free
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg	N/A	

burial fees)		
Additional Information		
Information not itemised in the lists above	N/A	

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)	Cost of printing, supplies and administration
	Photocopying @ 20p per sheet (colour)	Cost of printing, supplies and administration
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	£3 document search	In accordance with the relevant legislation Local Government (Access to Information) Act 1985