

## Information available from Bickenhill & Marston Green Parish Council Under the Freedom of Information Model Publication Scheme

Information to be published	How the information can be obtained	Copy costs
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		See page 4
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website / Notice Boards/ Newsletters	
Location of main Council office and accessibility details	Recreation Ground	
Staffing structure	Clerk, Responsible Finance Officer and 2 Groundsmen	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Internal/External Audits Audit Notices Minutes of Committee Meetings	
Annual return form and report by auditor	Parish Office	
Finalised budget	£178k	
Precept	£142.4k	
SMBC Support Grant	£745	
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	Parish Office	See page 4
Grants given and received	Parish Office	

List of current contracts awarded and value of contract	Parish Office	
Members' allowances and expenses	Annual Chairman's Allowance	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	None	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Annual Parish Meeting held on 2 <sup>nd</sup> May 2018 & 15 <sup>th</sup> May 2019	
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	Resolutions are passed at the Parish Council Meetings and these are recorded in the minutes. Copies of the approved minutes are available on the Parish Council's website. <a href="http://www.bmgpc.org">www.bmgpc.org</a>	
Timetable of Meetings	Website & published agenda's	
Agendas of Parish Council Meetings	Local Notice Boards/Website	
Reports presented to council meetings NB: this will exclude information that is properly regarded as private to the meeting.	Parish Office	See page 4
Responses to consultation papers	Parish Office	
Responses to planning applications	Delegated powers are given to the Planning Committee to submit responses within the 21 day period. The Planning Committee minutes are ratified each month at the Parish Council Meetings. Copies available from Parish Office	See page 4

Bye-laws	Parish Office	See page 4
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Reviewed annually at AGM	See page 4
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Reviewed annually at AGM	See Page 4
Records management policies (records retention, destruction and archive)	Parish Office	See page 4
Schedule of charges (for the publication of information)	Parish Office	See page 4
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Assets Register	Parish Office	See page 4
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)	Parish Office	
Register of members' interests	Parish Office and Solihull MBC website	
Register of gifts and hospitality	Solihull MBC	
<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		
Allotments	Parish Office	
Burial Ground	Parish Office	
Community centres and village halls	Pavilion/Changing Rooms	

Parks, playing fields and recreational facilities	Website/ Parish Office	
Seating, litter bins, clocks, memorials and lighting	Website/ Parish Office	
Bus shelters	none	
Markets	none	
Public conveniences	none	
Agency agreements	none	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Parish Office	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
<b>Cost of photocopying information following requests</b>		
1 to 5 sheets	10p	
Over 5 Sheets	15p per sheet	

**Contact details:**  
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