

Information available from Balsall Parish Council
www.balsallparishcouncil.org

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	www.balsallparishcouncil.org	FOC
Contact details for the Parish Clerk and Council members	www.balsallparishcouncil.org	FOC
Location of main Council office and accessibility details	The Council does not have an office. If you need to see the Clerk or a councillor, you will need to telephone the Council to make an appointment.	
Staffing structure	The Council only has one employee, the Clerk. She works part-time hours.	
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	www.balsallparishcouncil.org	FOC
Finalised budget	www.balsallparishcouncil.org	FOC
Precept	www.balsallparishcouncil.org	FOC
Borrowing Approval letter	No current borrowings.	
Financial Standing Orders and Regulations	www.balsallparishcouncil.org	FOC
Grants given and received	No current grants.	
Members' allowances and expenses	clerk@balsall-pc.gov.uk	FOC
Class 3 – What our priorities are and how we are doing		
Annual Report to Parish Meeting	www.balsallparishcouncil.org under Full Council Minutes.	FOC

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Quality status	The Council has not applied for Quality Status.	
Class 4 – How we make decisions		
Timetable of meetings	www.balsallparishcouncil.org	FOC
Agendas of meetings	www.balsallparishcouncil.org	FOC
Minutes of meetings (excluding information that is properly regarded as private to the meeting)	www.balsallparishcouncil.org	FOC
Reports presented to council meetings – this will exclude information that is properly regarded as private to the meeting	www.balsallparishcouncil.org	FOC
Responses to consultation papers	clerk@balsall-pc.gov.uk	FOC
Responses to planning applications	Solihull Metropolitan Borough Council hold records of all responses to Planning applications www.solihull.gov.uk , or you can refer to our Minutes held on www.balsallparishcouncil.org	Solihull Metropolitan Borough Council will give you the cost of providing this information. There is no cost for examining Minutes on our website.
Bye-laws	The Parish Council has not passed any bye-laws.	
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business:		
Procedural standing orders	www.balsallparishcouncil.org	FOC
Committee and sub-committee terms of reference	www.balsallparishcouncil.org under Standing Orders	FOC
Delegated authority in respect of officers	www.balsallparishcouncil.org under Standing Orders	FOC
Code of Conduct	www.balsallparishcouncil.org	FOC

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Class 6 – Lists and Registers		
Assets Register	clerk@balsall-pc.gov.uk	FOC
Register of members' interests	Available from Solihull Metropolitan Borough Council www.solihull.gov.uk	Please apply to Solihull Metropolitan Borough Council for the charges.
Register of gifts and hospitality	No such register exists as no one has received gifts or hospitality.	
Class 7 – the services we offer		
Burial ground	www.balsallparishcouncil.org	FOC
Village Hall	www.balsallparishcouncil.org	FOC
Parks, playing fields and recreational facilities	www.balsallparishcouncil.org	FOC
Bus shelters	www.balsallparishcouncil.org	FOC
Burial fees	www.balsallparishcouncil.org	FOC

**FEES FOR ANY INFORMATION REQUESTED UNDER
THE FREEDOM OF INFORMATION ACT - GENERAL RIGHT OF ACCESS**

Balsall Parish Council reserves the right to charge fees for the provision of any information under the Freedom of Information Act that it has to provide under the general right of access. (Fees are not charged for requests for information for documents under the Publication Scheme.) The costs are limited to those that Balsall Parish Council reasonably expects to incur in:

- Determining whether it holds the information requested,
- Locating the information or documents, and
- Retrieving such information or documents, and
- Extracting the information from the document containing it (including editing or redacting information)

Balsall Parish Council may take into account the costs attributable to the time that persons are expected to spend on these activities on behalf of the authority – both the authority’s own staff and any one else (for example external contractors) engaged by it for these purposes. The hourly rate for staff-time costs is set at £25 per person per hour.

Fees charged will in accordance with guidelines issued by the Department of Constitutional Affairs “Guidance on the application of the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

The decision to waive any fees will be the sole responsibility of the Proper Officer of the Council and the final decision will rest with that officer.