

Belmont Rural Parish Council

FREEDOM OF INFORMATION ACT 2000 PUBLICATION SCHEME 2008

Belmont Rural parish Council has adopted the “model publication scheme 2008” under the Freedom of Information Act 2000. Information published under this scheme is shown below, together with details of where it is available

Information to be published	How the information can be obtained
<p>Class 1 – Who we are and what we do</p> <p>Who's who on the Council, it's Committees</p> <p>Contact details for Parish Clerk and Council members</p> <p>Location of main Council Office</p> <p>Staffing structure</p>	<p>Displayed on notice boards and on website – www.belmontrural-pc.gov.uk</p> <p>Displayed on notice boards and on website</p> <p>Not applicable</p> <p>Not applicable</p>
<p>Class 2 – What we spend and how we spend it</p> <p>Annual return form and report by auditor</p> <p>Finalised budget</p> <p>Precept</p> <p>Financial Standing Orders and Regulations</p> <p>Grants given and received</p> <p>List of current contracts awarded and value of contract</p> <p>Members' allowances and expenses</p>	<p>Available from the Clerk and on website</p> <p>Appended to Minutes of meeting. Available from the Clerk</p> <p>Contained within Minutes of meeting.</p> <p>Available from the Clerk</p> <p>Within Minutes of meeting</p> <p>Available from the Clerk</p> <p>Not applicable</p>
<p>Class 3 – What our priorities are and how we are doing</p> <p>Parish Plan</p> <p>Annual Report to Parish Meeting</p>	<p>On Website and available from the clerk</p> <p>Contained within Minutes of meeting and available from Clerk.</p>

Quality Status	Not applicable.
Local Charters drawn up in accordance with DCLG guidelines	Not applicable
Class 4 – How we make decisions	
Timetable of meetings	Listed on notice boards
Meeting agendas	On notice boards
Minutes of meetings	Available from the Clerk. Available on website
Reports presented to council meetings	Available from the Clerk
Responses to consultation papers	Reported in Minutes of meetings.
Responses to planning applications	Reported in Minutes of meetings.
Class 5 – Our policies and procedures	
Procedural standing orders	Available from the Clerk
Committee and sub-committee terms of reference	Where applicable, available from the Clerk.
Delegated authority in respect of officer	Contained within Minutes of Meetings.
Code of Conduct	Available from the Clerk. Website
Policy Statements	Available from the Clerk.
Class 6 – Lists and Registers	
Register of Members Interests	Maintained by Herefordshire Council. Copy available from the Clerk and on website
Register of gifts and hospitality	Maintained by Herefordshire Council. Copy available from the Clerk and on website
Class 7 –The Services we offer	
There are no allotments, burial grounds or closed churchyards within the Parish.	
Details of seating, litter bins and bus shelters within the Parish	Available from the Clerk

Charges

The Council reserves the right to levy a charge for copies of documents requested in accordance with this publication scheme. In all cases the basis of the charge will be the actual cost incurred by the Parish Council in supplying photocopies etc. and/or any postage charges at the Royal Mail standard second class post.

Contact details:

Further information is available from:

Liz Kelso
Parish Clerk/Responsible Financial Officer
Belmont Rural Parish Council
c/o 5 Deerhurst Drive
Belmont, Hereford HR2 7XX
Telephone: 07722 872 180
E-Mail: Belmontrural@yahoo.co.uk