

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

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	<p>clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk</p>	*
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk</p>	*
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk</p>	*
<p>Location of main Council office and accessibility details</p>	<p>www.edlesborough-pc.gov.uk 15 Summerleys Edlesborough LU6 2HR</p> <p>To request an appointment please call 01525 229358 or email clerk@edlesborough-pc.gov.uk</p>	*
<p>Staffing structure</p>	<p>Not held</p>	
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk</p>	*

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Statement of accounts and internal audit report in the format included in the Annual Return form	clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk	*
Finalised budget	clerk@edlesborough-pc.gov.uk or 01525 229358	*
Precept	clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk	*
Borrowing Approval letter	clerk@edlesborough-pc.gov.uk	*
All items of expenditure above £100	clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk	*
Financial Standing Orders and Regulations	clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk	*
Grants given and received	Request from Council Clerk via clerk@edlesborough-pc.gov.uk	*
List of current contracts awarded and value of contract	clerk@edlesborough-pc.gov.uk	*
Members' allowances and expenses	NOT HELD	
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 made by Chairperson at Annual Meeting of the Parish Council On website under minutes www.edlesborough-pc.gov.uk	*
Annual governance statement in format included in the Annual Return form	clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk	*
Parish Plan	NOT HELD	
Annual Report to Parish or Community Meeting	On website under minutes www.edlesborough-pc.gov.uk	*
Quality status	NOT HELD	
Local charters drawn up in accordance with DLUHC's guidelines	NOT HELD	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk	*

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Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk Meeting dates are also published in the Council report in The Focus Magazine www.thefocumagazine.co.uk	*
Agendas of meetings (as above)	clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk	*
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk	*
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	clerk@edlesborough-pc.gov.uk	*
Responses to consultation papers	clerk@edlesborough-pc.gov.uk	*
Responses to planning applications	clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk	*
Bye-laws	Displayed on noticeboard on Edlesborough Green clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk	*
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk	*
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Delegated authority in respect of officers • Code of Conduct • Policy statements 	clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk	*
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 	clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk	*

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<ul style="list-style-type: none"> • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 		
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk	*
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>	<p>(hard copy - some information may only be available by inspection)</p> <p>Clerk@edlesborough-pc.gov.uk</p>	*
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	<p>Not held</p>	
<p>Assets register, including details of public land and building assets</p>	<p>(hard copy - some information may only be available by inspection)</p> <p>Clerk@edlesborough-pc.gov.uk</p>	*
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	<p>Clerk@edlesborough-pc.gov.uk</p>	*
<p>Register of members' interests</p>	<p>Clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk</p>	*
<p>Register of gifts and hospitality</p>	<p>NOT HELD</p>	
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk</p>	*
<p>Allotments</p>	<p>Clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk</p>	*
<p>Burial grounds (Cemetery) and closed churchyards</p>	<p>Clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk</p>	*

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Community centres and village halls	Clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk	*
Parks, playing fields and recreational facilities	Clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk	*
Seating, litter bins, memorials and lighting	Clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk	*
Bus shelters	Clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk	*
Markets	NOT HELD	
Public conveniences	NOT HELD	
Agency agreements	NOT HELD	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk	*
Additional Information Information not itemised in the lists above	Clerk@edlesborough-pc.gov.uk or Council website www.edlesborough-pc.gov.uk	*

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/Printing @ 10p per sheet (black & white A4)	*Actual cost £0.10p**
Disbursement cost	Photocopying/Printing @ 50p per sheet (colour A4)	*Actual cost £0.50p**
Disbursement cost	Postage from £0.75p (dependant on size of package)	*Actual cost / 2nd class
Freedom Of Information Requests	If complying with a request exceeds the cost limit, costing more than £450. The request can be refused, or the Parish Council will do the work for an extra charge. The Parish Council will not carry out any requests without getting written agreement from the requester that they will pay the extra costs. The requester will then be given the option of refining the request rather than paying extra. The 'time for compliance' clock is	(1) The cost of compliance (costs in calculating the appropriate limit is exceeded) (2) Communication costs (3) £25 an hour for staff time taken for research, printing, copying, sending information.

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	paused in these circumstances, until refined request or payment received.	
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* the actual cost incurred if hard copy requested, Parish Council printing/postage fees will apply.

Signed for and on behalf of Edlesborough Parish Council	
Name	Cllr Rosie Booth
Signature	<i>R Booth</i>
Position	Chair
Date	19/02/2026
Minute Record	15. Guide to Information