

## Information available from Beighton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	website	free
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	website	free
Location of main Council office and accessibility details	website	free
Staffing structure	n/a	
<p><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)</p> <p>Current and previous financial year as a minimum</p>	<p>Accounts and audit: Website</p> <p>Paper copy</p>	<p>Free</p> <p>free</p>
Annual return form and report by auditor	Website	Free

	Paper copy	£1
Finalised budget	website	free
Precept	Website - budget	free
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	website	free
Grants given and received	Website – accounts and minutes	free
List of current contracts awarded and value of contract	Website - budget	free
Members' allowances and expenses	n/a	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Community Plan (current and previous year as a minimum)	n/a	
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	n/a	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	website	free
Agendas of meetings (as above)	website	free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	website	free

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	free
Responses to consultation papers	Website - minutes	free
Responses to planning applications	Website - minutes	free
Bye-laws	n/a	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only		
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	Website n/a Website Website website	Free  Free Free free
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	n/a website n/a n/a website	n/a free n/a n/a free

Complaints procedures (including those covering requests for information and operating the publication scheme)	website	free
Information security policy	n/a	
Records management policies (records retention, destruction and archive)	n/a	
Data protection policies	website	free
Schedule of charges (for the publication of information)	website	free
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Accounts - website	free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	n/a	
Register of members' interests	BDC website	free
Register of gifts and hospitality	none	
<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	None	
Burial grounds and closed churchyards	None	

Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	website	free
Seating, litter bins, clocks, memorials and lighting	website	free
Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	n/a	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: Parish clerk**

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## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority