

## Information available from Bidford-on-Avon Parish Council under the model publication scheme – adopted on 22<sup>nd</sup> December 2008

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>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website, Noticeboards and hardcopy (contact the clerk)	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, Noticeboards and hardcopy (contact the clerk)	Free
Location of main Council office and accessibility details	Website, Noticeboards and hard copy (contact the clerk)	Free
Staffing structure	n/a	

<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)	(hard copy and/or website)	
Annual return form and report by auditor	Hardcopy (contact the clerk)	Free
Finalised budget	Website and/or hardcopy (contact the clerk)	Free
Precept	Hardcopy (contact the clerk)	Free
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Website and hardcopy (contact the clerk)	Free
Grants given and received	Annual report hardcopy (contact the clerk)	Free 10p/per sheet
List of current contracts awarded and value of contract	Hardcopy (contact the clerk)	10p/per sheet
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)	(hard copy or website)	
Parish Plan – current B50	Hardcopy (contact the clerk)	10p/per sheet
Annual Report to Parish or Community Meeting	Hardcopy	Free

Quality status	Hardcopy (contact the clerk)	10p/per sheet
Local charters drawn up in accordance with DCLG guidelines	Hardcopy (contact the clerk)	10p/per sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, Noticeboards and hardcopy (contact the clerk)	10p/per sheet
Agendas of meetings (as above)	Websites, Noticeboards and hardcopy (contact the clerk)	10p/per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, Noticeboard in lobby by the Parish Council Office and hardcopy (contact the clerk)	10p/per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website and Hardcopy (contact clerk)	10p/per sheet
Responses to consultation papers	Hardcopy (contact clerk)	10p/per sheet
Responses to planning applications	Website and hardcopy (contact clerk)	10p/per sheet
Bye-laws	Hardcopy (contact the clerk)	10p/per sheet

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	Website and/or hardcopy (contact clerk)	10p/per sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services  Equality and diversity policy</p> <p>Health and safety policy  Recruitment policies (including current vacancies)  Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website/hardcopy</p> <p>n/a  n/a  Website/hardcopy</p> <p>Website/hardcopy</p>	<p>10p/per sheet</p> <p>10p/per sheet  10p/per sheet</p>
Information security policy	n/a	

Records management policies (records retention, destruction and archive)	Website/hardcopy	10p/per sheet
Data protection policies	n/a	
Schedule of charges (for the publication of information)	Website/hardcopy	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a	
Assets Register	Hardcopy (contact clerk)	10p/per sheet
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)	n/a	
Register of members' interests	Hardcopy (contact clerk)	Free
Register of gifts and hospitality	n/a	
<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)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Contact the clerk	
Burial grounds and closed churchyards	Contact the clerk	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	Contact the clerk	

Seating, litter bins, clocks, memorials and lighting	Contact the clerk	
Bus shelters	Contact the clerk	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	Hard copy – contact Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. 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:

Mrs. Elisabeth Uggerløse, Clerk to the Parish Council,

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Website: [www.bidfordonavon-pc.gov.uk](http://www.bidfordonavon-pc.gov.uk)

Parish Council Office is situated in Bramley Way, Bidford-on-Avon B50 4QG

## 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 @10 p per sheet (black & white)	Actual cost * 3p
	Photocopying @ ..p per sheet (colour) n/a	Actual cost n/a
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	£450	In accordance with the relevant legislation Sec. 12 of the Freedom of Information Act 2000
<b>Other</b>		

\* the actual cost incurred by the public authority