

Information available from Beckermest Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (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>	(hard copy and/or website)	
Who's who on the Council and its Committees	Hard copy – contact Clerk	5p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact Clerk	Free 5p/sheet
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
<p>Class 2 – What we spend and how we spend it (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>	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy – contact Clerk	5p/sheet

Finalised budget	Hard copy – contact Clerk	5p/sheet
Precept	Hard copy – contact Clerk	5p/sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Free 5p/sheet
Grants given and received	Hard copy – contact Clerk	5p/sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	5p/sheet
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy and/or website)	
Parish Plan (current and previous year as a minimum)	Hard copy – contact Clerk	5p/sheet
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy – contact Clerk	5p/sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy and/or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Clerk	free 5p/sheet
Agendas of meetings (as above)	Website – current month Hard copy – contact Clerk	free 5p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly	Website – current month	free

regarded as private to the meeting.	Hard copy – contact Clerk	5p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	5p/sheet
Responses to consultation papers	Website – some Hard copy – contact Clerk	free 5p/sheet
Responses to planning applications	Hard copy – contact Clerk	5p/sheet
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy and/or website)	
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	Hard copy – contact Clerk	5p/sheet
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	Hard copy – contact Clerk	5p/sheet

Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	5p/sheet
Data protection policies	Hard copy – contact Clerk	5p/sheet
Schedule of charges (for the publication of information)	Website	free
Class 6 – Lists and Registers 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	Website	free
Register of members' interests	Hard copy – contact Clerk Master held by CBC	5p/sheet
Register of gifts and hospitality	Hard copy – contact Clerk Master held by CBC	5p/sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	

Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy – contact Clerk	5p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk	5p/sheet
Bus shelters	Hard copy – contact Clerk	5p/sheet
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 (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	

Contact details:

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 @ 5p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority