

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

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	(hard copy and/or website)	
Who's who on the Council and its Committees	Website or Hard Copy	FREE
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or Hard Copy	FREE
Location of main Council office and accessibility details	Website or hard Copy	FREE
Staffing structure	Hard Copy	15p
<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)  Current and previous financial year as a minimum	Hard Copy	FREE
Annual return form and report by auditor	Hard Copy	£1.00
Finalised budget	Hard Copy	FREE
Precept	Hard Copy	FREE
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Hard Copy	£3.00
Grants given and received	Hard Copy	30p

List of current contracts awarded and value of contract	Hard Copy	60p
Members' allowances and expenses	Hard Copy	15p
<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 and previous year as a minimum)	n/a	-
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy or Website	FREE
Quality status	n/a	-
Local charters drawn up in accordance with DCLG guidelines	n/a	-
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy or Website	FREE
Agendas of meetings (as above)	Hard Copy or Website	FREE
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy or Website	FREE
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	FREE
Responses to consultation papers	Hard Copy	FREE
Responses to planning applications	Hard Copy or Website	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	Hard Copy	

<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>	Hard Copy	15p per page
<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  Health and safety policy  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)</p>	Hard Copy	15p per page
Information security policy	Hard Copy	15p per page
Records management policies (records retention, destruction and archive)	Hard Copy	15p per page
Data protection policies	Hard Copy	15p per page
Schedule of charges (for the publication of information)	Hard Copy	15p per page
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Public Inspection	
Assets Register	Public Inspection	
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	Public Inspection	
Register of gifts and hospitality	Public Inspection	

<p><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)</p> <p>Current information only</p>		
Allotments	n/a	
Burial grounds and closed churchyards	Website/Public Inspection	
Community centres and village halls	Website/Public Inspection	
Parks, playing fields and recreational facilities	Website / Public Inspection	
Seating, litter bins, clocks, memorials and lighting	Public Access	
Bus shelters	Public Access	
Markets	Public Access	
Public conveniences	Public Access	
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)	Contact Clerk	
<p><b>Additional Information</b>          This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

**Contact details:**

**Mrs D Deighton  
Clerk to the Council  
Barwell Parish Council  
10 High Street  
Barwell  
Leicestershire  
LE9 8DQ**

**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 @ 15p per sheet (black & white)	Actual cost *
	Photocopying @25p per sheet (colour)	Actual cost
	Officers Time	
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

\* the actual cost incurred by the public authority

Reviewed by Barwell Parish Council on 1<sup>st</sup> November 2018