

Information available from Great Bealings 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	website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	website	
Location of main Council office and accessibility details	No office. Correspondence should be sent to Hillside, Little Bealings	
Staffing structure	Clerk	

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) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy	
Finalised budget	Website	
Precept	Hard copy	
Borrowing Approval letter	N/a	
Financial Standing Orders and Regulations	Website	
Grants given and received	Website	
List of current contracts awarded and value of contract	N/a	
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 or website)	
Parish Plan (current and previous year as a minimum)	In course of preparation	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	website	
Quality status	No	
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 or website)	

Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	website	
Agendas of meetings (as above)	website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	website	
Responses to consultation papers	Hard copy	
Responses to planning applications	website	
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 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 N/a Hard copy Hard copy N/a	

Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	N/a	
Equality and diversity policy	N/a	
Health and safety policy	N/a	
Recruitment policies (including current vacancies)	N/a	
Policies and procedures for handling requests for information	N/a	
Complaints procedures (including those covering requests for information and operating the publication scheme)	N/a	
Information security policy	Hard copy	
Records management policies (records retention, destruction and archive)	Hard copy	
Data protection policies	N/a	
Schedule of charges (for the publication of information)	No	
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	N/a	
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	Hard copy	
Register of gifts and hospitality	Hard copy	
Class 7 – The services we offer	(hard copy or website;	

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	some information may only be available by inspection)	
Allotments	N/a	
Burial grounds and closed churchyards	N/a	
Community centres and village halls	Village hall	
Parks, playing fields and recreational facilities	N/a	
Seating, litter bins, clocks, memorials and lighting	War memorial	
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 (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		

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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	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