

## Information available from Bighton 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>	(hard copy / e-mail or on website )	Hard copy
Who's who on the Council and its Committees	From Clerk	10p sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Clerk Mrs S.J. White Tel 01962733216 Sarah.j.white@talk21.com	10p sheet
Location of main Council office and accessibility details	Tel 01962733216	
Staffing structure	Clerk only	

<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 or e-mail)  All from the clerk as a hard copy on web site or e-mail  As above	10p sheet  10p sheet
Annual return form and report by auditor	Hard copy	10p sheet
Finalised budget	From clerk	10p sheet
Precept	From clerk	10p sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	From clerk	10p sheet
Grants given and received	From clerk	10p sheet
List of current contracts awarded and value of contract	From clerk if applicable and approved	10p sheet
Members' allowances and expenses	N/A	10p sheet
<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)	From clerk	10p sheet

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)  Current and previous council year as a minimum	(hard copy or e-mail )	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Council meetings generally 3 <sup>rd</sup> Wednesday in Jan, March, May, July, Sept, Nov in village hall at 7.30pm	
Agendas of meetings (as above)	From clerk -a week before the meeting or on website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	From the clerk / on web site	10p sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	If applicable from the clerk	10p sheet
Responses to consultation papers	If applicable from the clerk	
Responses to planning applications	On WCC website or via the clerk	
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 or e-mail )	

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>From the clerk- follow guidelines issued by NALC</p> <p>From the clerk</p> <p>N/A</p> <p>N/A</p> <p>Adopted on 18<sup>th</sup> July 2007</p> <p>copies from the clerk</p>	<p>10p sheet</p> <p>10p sheet</p> <p>10p sheet</p>
<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</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>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>From the clerk if available</p> <p>N/A</p> <p>From the clerk</p> <p>N/A</p> <p>N/A</p> <p>Refer to Office of Information Commissioner if not satisfied with PC's response follow O of I guidelines</p>	
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	Parish Council Registered with the Information Commission	
Schedule of charges (for the publication of information)	See below	

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or e-mail; 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)	Contact the clerk	
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	From WCC	
Register of gifts and hospitality	From WCC	
<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	(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	From Village Hall Committee	
Parks, playing fields and recreational facilities	From clerk	
Seating, litter bins, clocks, memorials and lighting	N/A	
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	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Parish Council Web address	www.bighton.org.uk	

**Contact details: Mrs Sarah Jane White Clerk tel 01962733216**

## 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
<b>Disbursement cost</b>	Photocopying @ 10 ..p per A4 sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

