

Information available from Barby and Onley 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	On the website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	On the website and in the Parish Newsletter (monthly)	
Location of main Council office and accessibility details	18 Kilsby Road. By Apptmt.	
Staffing structure	Clerks details on website and in monthly Newsletter.	
<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>	<p>(hard copy and/or website)</p> <p>Hard copies available from the Clerk on request.</p>	10p per A4 copy

Annual return form and report by auditor	Available from the Clerk	
Finalised budget	Available from the Clerk	
Precept	Details in Minutes and available from Clerk	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Available from Clerk electronically or hard copy	10p per A4 copy
Grants given and received	Held by Clerk. Published in minutes.	
List of current contracts awarded and value of contract	Held by Clerk	
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)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available electronically or hard copy from Clerk. Published in Newsletter	
Quality status	Reaccredited 21 Feb 2012 Hard copy of details from Clerk	10p per A4 copy
Local charters drawn up in accordance with DCLG guidelines	N/A	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	On website	
Agendas of meetings (as above)	Current agenda on website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	On website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Available from the Clerk by email or hard copy	
Responses to consultation papers	Hardcopy available from Clerk	
Responses to planning applications	Available from Clerk	
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 or email from Clk Within standing orders from Clk Within Standing orders from Clk Available from Clerk Available from Clerk	

<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>		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(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)		
Assets Register	Hard copy available from Clk	
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	On the website or from Clk	
Register of gifts and hospitality	Not Available	

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
Allotments	Not Parish Council responsibility.	
Burial grounds and closed churchyards	None in Parish	
Community centres and village halls	Website	
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets	None in Parish	
Public conveniences	None in Parish	
Agency agreements	N/A	
<p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>	<p>Newsletter advertising. Costs available from Editor of Newsletter.</p>	
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		
LCR Magazine of National Association of Local Councils (Bi Monthly)	Available on loan from Clk	
The Clerk Magazine produced by Society of Local Council Clerks	Available on loan from Clk	
Rambler's Association Magazine, and leaflet on Walks	Available on loan from Clk	
LGIU Guide to Planning for Parish Councils	Available for reference from Clk	
Daventry District Local Plan	Available for reference from Clk	

**Contact details: Catherine Camp. Parish Clerk Tel 01788 891184
 clerk@barbyandonleyparishcouncil.co.uk**

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 @ 10.p per sheet (black & white)	Actual cost *
	Photocopying @ 15..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