

Information available from Beckington Parish Council under the model publication scheme

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	(hard copy or website)
Who's who on the Council and its Committees	Website / hard copy
Contact details for Parish Clerk and Council members	Website / hard copy
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)	(hard copy or website)
Annual return form and report by auditor	Website / hard copy
Finalised budget	Website / hard copy
Precept	Website / hard copy
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Website / hard copy
Grants given and received	Website / hard copy
List of current contracts awarded and value of contract	Website / hard copy
Members' allowances and expenses	Website / hard copy
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	N/A
Annual Report to Parish or Community Meeting	Website / hard copy
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 or website)
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website / hard copy
Agendas of meetings (as above)	Website / hard copy
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website / hard copy
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website / hard copy
Responses to consultation papers	Website / hard copy
Responses to planning applications	Website / hard copy
Bye-laws	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)
Policies and procedures for the conduct of council business: Procedural standing orders	Website / hard copy

<p>Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and 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>	<p>The Council has not adopted many of these policies as it only has one part time employee. Complaints can be made to the Chairman of the Council in the first instance</p>
Information security policy	Website / hard copy
Records management policies (records retention, destruction and archive)	Website / hard copy
Data protection policies	Website / hard copy
Schedule of charges (for the publication of information)	Website / hard copy
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>
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	Hard copy
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	Website / hard copy
Register of gifts and hospitality	N/A
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	Website / hard copy
Burial grounds and closed churchyards	N/A
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	N/A
Seating, litter bins, clocks, memorials and lighting	Website / hard copy
Bus shelters	Website / hard copy
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A

Contact details:

Simon Pritchard – Parish Clerk

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SCHEDULE OF CHARGES:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost of hard copies	Photocopying @ 10p per sheet (black & white)	Actual cost
Disbursement cost of hard copies	Envelopes @ 10p each (Cost will increase if request cannot be sent as a small letter)	Cost to the council
Disbursement cost of hard copies	Postage 56p (Cost will increase if request cannot be sent as a small letter)	Actual cost of Royal Mail standard 2 nd class
Disbursement cost of hard copies	Clerks time to get the request together and send, charged at cost.	Cost to the council