Information available from BEMPTON Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Website	Free
Who's who on the Council and its Committees	Website Hard copy from the Clerk Notice Board	Free 10p per sheet Free
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy from the Clerk Notice Board	Free 10p per sheet Free
Location of main Council office and accessibility details	By appointment – the 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		
Annual return form and report by auditor	Website Hard copy from the Clerk	Free 10p per sheet
Finalised budget	Hard copy from the Clerk	10p per sheet

Precept	Hard copy from the Clerk	10p per sheet
Financial Standing Orders and Regulations	Website Hard copy from the Clerk	Free 10p per sheet
Grants given and received	Website Minutes Hard copy from the Clerk	Free 10p per sheet
List of current contracts awarded and value of contract	Website Minutes Hard copy from the Clerk	Free 10p per sheet
Members' expenses	Website Minutes Hard copy from the Clerk	Free 10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy from the Clerk	free 10p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy from the Clerk	Free 10p per sheet

	Notice Board	Free
Agendas of meetings (as above)	Website Hard copy from the Clerk Notice Board	Free 10p per sheet Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy from the Clerk Notice Board	Free 10p per sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy from the Clerk	Free 10p per sheet
Responses to consultation papers	Website Minutes Hard copy from the Clerk	Free 10p per sheet
Responses to planning applications	Website Minutes Hard copy from the Clerk Website ERYC	Free 10p per sheet Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Standing Orders Code of Conduct	 Website Hard copy from the Clerk	 Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information	 Website Hard copy from the Clerk	 Free 10p per sheet

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Data protection policies	Website Hard copy from the Clerk	Free 10p per sheet
Schedule of charges)for the publication of information)	Website Hard copy from the Clerk	Free 10p per sheet
Health and Safety Policy	Website Hard copy from the clerk	Free 10p per sheet
Members and Officier Protocol	Website Hard copy from the clerk	Free
Emergency Plan	Website Hard copy from the clerk	Free 10p per sheet
Financial Regulations	Website Hard copy from the clerk	Free 10p per sheet
Financial Risk Assessment	Hard copy from the clerk	10p per sheet
Lone Working Policy	Website Hard copy from the clerk	Free 10p per sheet
Home Working Policy	Website Hard copy from the clerk	Free 10p per sheet
Equality Policy	Website Hard copy from the clerk	Free 10p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	ERYC website	Free
Assets Register	Website Hard copy from the Clerk	Free 10p per sheet
Register of members' interests	Website Hard copy from the Clerk	Free 10p per sheet

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		
Bus Shelters	Refer to Asset List available on the website	Free
playing fields and recreational facilities	Refer to Asset List available on the website	Free
Seating, litter bins, clocks, memorials and lighting	Refer to Asset List Available on the website	Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Photocopying @ 50p per sheet A3 (B/W)	
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

Contact details:	Mrs Claire Boston	
	Email:	bemptonparishcouncil@gmail.com
Accessibility:	By appointment only	

Notice Board Location: Main Street Buckton and High Street Bempton