

## Information available from Baginton 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 and/or website)	
Who's who on the Council and its Committees	Website Hard copy	Free See below
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	BPC Notice boards Website Hard copy	Free Free See below
Location of main Council office and accessibility details	Not applicable	
Staffing structure	Not applicable	
<p><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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Website Hard copy	Free See below

Finalised budget	Website Hard copy	Free See below
Precept	Website Hard copy	Free See below
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website Hard copy	Free See below
Grants given and received	Hard copy	See below
List of current contracts awarded and value of contract	Hard copy	See below
Members' allowances and expenses	Hard copy	See below
<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/Neighbourhood Plan (current and previous year as a minimum)	Website Hard copy	Free See below
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free See below
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> (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 Hard copy	Free See below
Agendas of meetings (as above)	Website Hard copy	Free See below

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free See below
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free See below
Responses to consultation papers	Hard copy	See below
Responses to planning applications	Hard copy	See below
Bye-laws	Not applicable	
<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 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	Website Hard copy	Free See below
Policies and procedures for the provision of services and about the employment of staff:  Internal 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)	Website Hard copy	Free See below

Information security policy	Website Hard copy	Free See below
Records management policies (records retention, destruction and archive)	Website Hard copy	Free See below
Data protection policies	Website Hard copy	Free See below
Schedule of charges (for the publication of information), where applicable	Website Hard copy	Free See below
<b>Class 6 – Lists and Registers</b>		
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)	Hard copy	See below
Assets Register	Website Hard copy	Free See below
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)	Hard copy	See below
Register of members' interests	Website Hard copy	Free See below
Register of gifts and hospitality	Hard copy	See below
<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)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	

Community centres and village halls	Website Hard copy	Free See below
Parks, playing fields and recreational facilities	Website Hard copy	Free See below
Seating, litter bins, clocks, memorials and lighting	Website Hard copy	Free See below
Bus shelters	Website Hard copy	Free See below
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None	

**Contact details:**

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## SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

N.B Charges are not made for Subject Access Requests (exemptions to this are detailed in the Subject Access Request Policy).

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Not applicable	In accordance with the relevant legislation
<b>Other</b>	Search fee – first 20 minutes free of charge. In excess of 20 minutes, 40p per minute thereafter	Cost in accordance with Information Commissioners Office recommendation.

\* the actual cost incurred