

# Information available from Barningham 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	<p>From the Clerk</p> <p>Website Annual Residents Letter</p>	<p>10p per A4 copy</p> <p>Free Free</p>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>From the Clerk</p> <p>Website Annual Residents Letter</p>	<p>10p per A4 copy</p> <p>Free Free</p>
Location of main Council office and accessibility details	<p>From the Clerk</p> <p>Website Annual Residents Letter</p>	<p>10p per A4 copy</p> <p>Free Free</p>
<del>Staffing structure</del>		

<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	From the Clerk	10p per A4 copy
Finalised budget	From the Clerk	10p per A4 copy
Precept	From the Clerk	10p per A4 copy
<del>Borrowing Approval letter</del>		
Financial Standing Orders and Regulations	From the Clerk	10p per A4 copy
Grants given and received	From the Clerk	10p per A4 copy
List of current contracts awarded and value of contract	From the Clerk	10p per A4 copy
Members' allowances and expenses	From the Clerk	10p per

		A4 copy
<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)	From the Clerk	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	From the Clerk	10p per A4 copy
<del>Quality status</del>		
<del>Local charters drawn up in accordance with DCLG guidelines</del>		
<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)	From the Clerk  Website	10p per A4 copy Free
Agendas of meetings (as above)	From the Clerk  Website Noticeboards	10p per A4 copy Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	From the Clerk  Website Noticeboards	10p per A4 copy Free Free

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	From the Clerk	10p per A4 copy
Responses to consultation papers	From the Clerk	10p per A4 copy
Responses to planning applications	From the Clerk	10p per A4 copy
Bye-laws		
<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	From the Clerk	10p per A4 copy
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)	From the Clerk	10p per A4 copy

<del>Information security policy</del>		
Records management policies (records retention, destruction and archive)	From the Clerk	10p per A4 copy
Data protection policies	From the Clerk	10p per A4 copy
Schedule of charges (for the publication of information)	From the Clerk Website	10p per A4 copy Free
<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)	From the Clerk	10p per A4 copy
Assets Register	From the Clerk	10p per A4 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)	From the Clerk	10p per A4 copy
Register of members' interests	From the Clerk	
<del>Register of gifts and hospitality</del>		
<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		
<b>Allotments</b>		
Burial grounds and closed churchyards	From the Clerk	10p per A4 copy
<del>Community centres and village halls</del>		
Parks, playing fields and recreational facilities	From the Clerk	10p per A4 copy
Seating, litter bins, clocks, memorials and lighting	From the Clerk	10p per A4 copy
<del>Bus shelters</del>		
<del>Markets</del>		
<del>Public conveniences</del>		
<del>Agency agreements</del>		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	From the Clerk	10p per A4 copy
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Safety Inspection Record for Play Area	From the Clerk	10p per A4 copy

**Contact details:** Miss Victoria E Gay, Clerk to Barningham Parish Council. Stubbings Entry Farmhouse, The Common, Botesdale, Diss, Norfolk, IP22 1LJ  
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## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<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 *
	Photocopying @10.p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority