

Information available from Bawdeswell 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>	Hard copy – Clerk	50p/sheet
Who’s who on the Council and its Committees	website Hard Copy - Clerk	Free 50p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	website / Hard copy – Clerk	Free 50p/sheet
Location of main Council office and accessibility details	Clerk works from home - website	Free 50p/sheet
<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</p>		
Annual return form and report by auditor	Hard copy	50p/sheet
Finalised budget	Hard copy / Website	50p/sheet

Precept	Hard copy	50p/sheet
Financial Standing Orders and Regulations	Hard copy / Website	50p/sheet Free
Grants given and received	Hard copy / Website	50p/sheet
List of current contracts awarded and value of contract	Hard copy / Website	50p/sheet
Members' allowances and expenses as appropriate	Hard copy / Website	50p/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 Meeting	Website Hard copy - Clerk	Free 50p/sheet
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee meetings and parish meetings)	Noticeboard / Website	Free
Agendas of meetings (as above)	Noticeboard / Website Hard copy - Clerk	Free 50p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 50p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy / Website	50p/sheet
Responses to consultation papers	Hard copy / Website	50p/sheet
Responses to planning applications	Hard copy / Website	50p/sheet

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Standing orders, Financial regulations & risk assessment Code of Conduct Model Publication Scheme</p>	<p>Website Hard copy</p>	<p>Free 50p/sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Grievance & Disciplinary policies Equal Opportunities policy Health and safety policy Freedom of Information document Compliments and Complaints policy</p>	<p>Website Hard Copy</p>	<p>Free 50p/sheet</p>
<p>Data protection policy</p>	<p>Website / Hard copy</p>	<p>50p/sheet</p>
<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>	

Asset Register	Hard copy / Website	50p/sheet
Register of members' interests	Breckland District Council website	
Register of gifts and hospitality	Hard copy	50p/sheet
Class 7 – The services we offer (Information about the services we offer) Current information only	(hard copy or website; some information may only be available by inspection)	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
To view hard copies of any document please contact the Clerk to arrange an appointment stating in advance which documents you wish to inspect		

Contact details: Clerk to Bawdeswell Parish Council
Parish Council Office
White House
Pettywell
Reepham, Norfolk
NR10 4RN **Tel: 01603 879480**
Email: bawdeswellpc@hotmail.com

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and are published as part of the guide.
Where possible information may be emailed Free of charge

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 50p per sheet (black & white)	Actual cost *
	Photocopying @ £1.00 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)

* the actual cost incurred by the public authority

Policy last reviewed and approved by full council March 2015