

## Information available from Barton-le-Clay Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>Current Information only.</p>	-	-
Who's who on the Council and its Committees	HARD COPY	(*) 10p per sheet Email attachments free
	EMAIL / WEBSITE	FREE
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	HARD COPY	(*)
	EMAIL / WEBSITE	FREE
Location of main Council office and accessibility details	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
Staffing structure	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
<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>	-	-
Annual return form and report by auditor	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
Finalised budget	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
Precept	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
Borrowing approval letter	N/A	-

Financial Standing Orders and Regulations	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
Grants given and received	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
List of current contracts awarded and value of contract	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
Members' allowances and expenses	HARD COPY	(*)
	EMAIL	FREE
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous financial year as a minimum.		
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Parish Action Plan (current & previous year as a minimum)	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
Quality status	N/A	-
Local charters drawn up in accordance with DCLG guidelines	N/A	-
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
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Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
Agendas of meetings (as above)	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	HARD COPY	(*)
	EMAIL	FREE

Responses to consultation papers	HARD COPY	(*)
	EMAIL	FREE
Responses to planning applications	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
Bye-laws	HARD COPY	(*)
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	-	-
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	HARD COPY	(*) 10p per sheet Email attachments free
	EMAIL/WEBSITE	FREE
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)	HARD COPY	(*) 10p per sheet Email attachments free
	EMAIL/WEBSITE	FREE
Information security policy	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
Records management policies (records retention, destruction and archive)	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
Data protection policies	HARD COPY	(*)
	EMAIL/WEBSITE	FREE

Schedule of charges for the publication of information	HARD COPY	(*)
	EMAIL/WEBSITE	FREE
<b>Class 6 – Lists and Registers</b>		
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)	INSPECTION	NO CHARGE
Assets Register	HARD COPY	(*)
	EMAIL	FREE
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	INSPECTION	FREE
Register of gifts and hospitality	INSPECTION	FREE
<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)		
Current information only	-	-
Allotments	HARDCOPY	(*)
	EMAIL/WEBSITE	FREE
Burial grounds and closed churchyards	HARDCOPY	(*)
	EMAIL	FREE
Community centres and village halls	N/A	-
Parks, playing fields and recreational facilities	HARDCOPY	(*)
	EMAIL/WEBSITE	FREE
Seating, litter bins, clocks, memorials and lighting	HARDCOPY	(*)
	EMAIL	FREE
Bus shelters	HARDCOPY	(*)
	EMAIL	FREE
Markets	N/A	-
Public conveniences	N/A	-
Agency agreements	N/A	-

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	HARDCOPY	(*)
	EMAIL/WEBSITE	FREE

### **Contact details:**

**Clerk to the Council  
Barton-le-Clay Parish Council  
1 Windsor Parade  
Barton-le-Clay  
Bedford MK45 4NA**

**Telephone: 01582 883990**

**Email: [theparishclerk@bartonleclay-pc.gov.uk](mailto:theparishclerk@bartonleclay-pc.gov.uk)**

### 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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost: 0.0018p meter, 0.007p white paper + VAT
	Photocopying @ 20p per sheet (colour print)	Actual cost: 0.0175p meter, 0.007p white paper + VAT
	Postage: Cost of 2 <sup>nd</sup> Class Postage at time of purchase	Actual cost of Royal Mail standard 2 <sup>nd</sup> class postage
<b>Statutory Fee</b>	N/A	In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority