

Publication Scheme

Where available, all information can be obtained from the clerk at bedwynclerk@gmail.com. The council publishes meeting agendas, minutes and annual accounts on the notice boards. Minutes are also available on the website www.greatbedwyn-pc.gov.uk. Minutes cover all decisions taken, and payments made.

The official classes of information are:-

1. Who we are and what we do.
2. What we spend and how we spend it.
3. Council priorities.
4. How we make decisions.
5. Our policies and procedures.
6. Lists and registers.
7. The services we offer.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Please see website at www.greatbedwyn-pc.gov.uk	
Who's who on the Council and its Committees	Please see website for full listing at www.greatbedwyn-pc.gov.uk	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Email bedwynclerk@gmail.com . Please see website for further contact details at www.greatbedwyn-pc.gov.uk	
Location of main Council office and accessibility details	None	
Staffing structure	Clerk	

Information to be published	How the information can be obtained	Cost
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	<i>Clerk</i>	
Finalised budget	<i>Clerk</i>	
Precept	<i>Set in January</i>	
Borrowing Approval letter	<i>NA</i>	
Financial Standing Orders and Regulations	<i>Clerk</i>	
Grants given and received	<i>Minutes</i>	
List of current contracts awarded and value of contract	<i>N/A</i>	
Members' allowances and expenses	<i>N/A</i>	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	<i>Design Statement</i>	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<i>Chairman's report</i>	
Quality status	<i>NA</i>	
Local charters drawn up in accordance with DCLG guidelines	<i>NA</i>	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<i>Bi-monthly, please see website for details</i>	
<p>Agenda/Notice of meetings (as above)</p>	<i>Notice Board</i>	
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<i>Notice Board</i>	
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<i>Notice Board</i>	
<p>Responses to consultation papers</p>	<i>Contact the clerk</i>	
<p>Responses to planning applications</p>	<i>Contact the clerk</i>	
<p>Bye-laws</p>	<i>NA</i>	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	<i>For all of the following please see the clerk</i>	

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • 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) 		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges) for the publication of information)		
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	(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)	<i>Clerk</i>	
Assets Register	<i>Clerk</i>	
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)	<i>Clerk</i>	
Register of members’ interests	<i>Contact WC</i>	
Register of gifts and hospitality	<i>N/A</i>	

<p>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</p>		
Allotments	<i>Yes</i>	
Burial grounds and closed churchyards	<i>NA</i>	
Community centres and village halls	<i>NA</i>	
Parks, playing fields and recreational facilities	<i>Children’s playground</i>	
Seating, litter bins, clocks, memorials and lighting	<i>In some cases</i>	
Bus shelters	<i>NA</i>	
Markets	<i>NA</i>	
Public conveniences	<i>NA</i>	
Agency agreements	<i>NA</i>	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	<i>NA</i>	
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

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 £1 for first sheet and 10p per subsequent sheets (black & white)	Actual cost *
	Photocopying @ per sheet (colour)	N/A
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority