

Badgeworth Parish Council

Information available from Badgeworth Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	http://www.badgeworthparishcouncil.org.uk/	
Who's who on the Council and its Committees	Council Website Hard copy from the Clerk	Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Council Website Hard copy from the Clerk	Free 10p per sheet

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	Council Website Hard copy from the Clerk	Free 10p per sheet
Finalised budget	Council Website Hard copy from the Clerk	Free 10p per sheet
Precept	Council Website Hard copy from the Clerk	Free 10p per sheet
Financial Standing Orders and Regulations	Council Website Hard copy from the Clerk	Free 10p per sheet
Grants given and received	Council Website Hard copy from the Clerk	Free 10p per sheet
List of current contracts awarded and value of contract	Clerk	10p per sheet
Members' allowances and expenses	Clerk	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	N/A	

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 10p per sheet
Quality status	Clerk	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 10p per sheet
Agendas of meetings (as above)	Website Hard copy	Free 10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per sheet
Responses to consultation papers	Hard copy	10p per sheet
Responses to planning applications	Hard copy TBC website	10p per sheet Free
Bye-laws	N/A	

Class 5 – Our policies and procedures (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 N/A N/A Website/hard copy Website/hard copy	Free/ 10p per sheet
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)	N/A N/A N/A N/A N/A N/A	
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Clerk	
Data protection policies	Website/hard copy	Free/ 10p per sheet

Schedule of charges (for the publication of information)	As indicated	As indicated.
Class 6 – Lists and Registers 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)	N/A	
Assets Register	Website/hard copy	Free/10p per sheet
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	Hard Copy	10p per sheet
Register of gifts and hospitality	Hard Copy	10p per sheet
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	(hard copy or website; some information may only be available by inspection)	
Allotments	Hard copy	10p per sheet
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Hard copy	10p per sheet

Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per sheet
Bus shelters	Hard copy	10p per sheet
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)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Clerk: Mrs. H. L. Jones. Tel. 07840073143 email. badgeworthpc@outlook.com Badgeworth Village Hall, Badgeworth, Cheltenham, GL51 4UJ

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 @10p per sheet (black & white)	Actual cost *
	Photocopying @20p 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)
Other		