

Information available from RENHOLD 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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Website Hard Copy – contact Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy – contact Clerk	Free 10p/sheet
Location of main Council office and accessibility details	N/A	
Staffing structure	Website Hard Copy – contact Clerk	Free 10p/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 as a minimum</p>		

Annual return form and report by auditor	To be uploaded to website Hard Copy – contact Clerk	Free 10p/sheet
Finalised budget	To be uploaded to website Hard Copy – contact Clerk	Free 10p/sheet
Precept	Hard Copy – contact Clerk	10p/sheet
Borrowing Approval letter	N/A	
Financial Regulations	To be uploaded to website Hard Copy – contact Clerk	Free 10p/sheet
Grants given and received	To be uploaded to website Hard Copy – contact Clerk	Free 10p/sheet
List of current contracts awarded and value of contract	To be uploaded to website Hard Copy – contact Clerk	Free 10p/sheet
Members' allowances and expenses	N/A at present to be discussed	
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)	N/A currently being formed	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	To be uploaded to website Hard Copy – contact Clerk	Free 10p/sheet
Quality status	N/A	
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		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy – contact Clerk	Free 10p/sheet
Agendas of meetings (as above)	Website Hard Copy – contact Clerk	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy – contact Clerk	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy – contact Clerk	Free 10p/sheet
Responses to consultation papers	Website Hard Copy – contact Clerk	Free 10p/sheet
Responses to planning applications	Website Hard Copy – contact Clerk	Free 10p/sheet
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		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference	Hard Copy – contact Clerk Website Hard Copy – contact Clerk	10p/sheet Free 10p/sheet

Delegated authority in respect of officers Code of Conduct	N/A Website Hard Copy – contact Clerk	Free 10p/sheet
Policy statements	N/A	
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)	Where applicable available: Website Hard Copy – contact Clerk	Free 10p/sheet
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	N/A	
Schedule of charges)for the publication of information)	Website Hard Copy – contact Clerk	Free 10p/sheet
Class 6 – Lists and Registers		
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)	Available by inspection – contact Clerk	Free
Assets Register	To be uploaded to website Hard Copy – contact Clerk	Free 10p/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)	Hard Copy – contact Clerk	10p/sheet
Register of members' interests	Hard Copy – contact Clerk	10p/sheet
Register of gifts and hospitality	N/A to date Hard Copy – contact Clerk	10p/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		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	To be uploaded to website Hard Copy – contact Clerk	Free 10p/sheet
Bus shelters	To be uploaded to website Hard Copy – contact Clerk	Free 10p/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:		
None to date		

Contact details:

Clerk to the Council, Lizzie Barnicoat, 30 King William Close, Kempston, Beds MK42 7BA

Email: lizzie_barnicoat@hotmail.com

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 4p
	Photocopying @ 15p per sheet (colour)	Actual cost 10p
	Postage second class unless otherwise stated	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