



## Little Bardfield Parish Council Publications Scheme

### Introduction

This model publication scheme has been prepared by the Information Commissioner and has been adopted by Little Bardfield Parish Council. It commits the Council to make information available to the Public as part of its normal business activities. Its purpose is to make the maximum amount of information readily available at minimum inconvenience and cost to the Public.

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

### Information available from Little Bardfield Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	Hard Copy or website
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	Hard Copy or website
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p>	Hard Copy or website

Where possible, provide named contacts including contact phone numbers and email addresses	
Location of main Council office and accessibility details	Hard Copy
Staffing structure	Hard Copy or website
<b>Class 2 – What we spend and how we spend it</b>  (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	Hard Copy or website
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard Copy or website
Finalised budget	Hard Copy or website
Precept	Hard Copy or website
Borrowing Approval letter	Hard Copy or website
All items of expenditure above £100	Hard Copy or website
Financial Standing Orders and Regulations	Hard Copy or website
Grants given and received	Hard Copy or website
List of current contracts awarded and value of contract	Hard Copy
Members' allowances and expenses	Hard Copy or website
<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 year as a minimum	Hard Copy or website
Annual governance statement in format	Hard Copy or website

included in the Annual Return form	
Parish Plan	Hard Copy
Annual Report to Parish or Community Meeting	Hard Copy
Quality status	Not held
Local charters drawn up in accordance with DLUHC's guidelines	Inspection only
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard Copy or website
<b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum	Hard Copy or website
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard Copy or website
Agendas of meetings (as above)	Hard Copy or website
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard Copy or website
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard Copy
Responses to consultation papers	Hard Copy
Responses to planning applications	Hard Copy
Bye-laws	Hard Copy
<b>Class 5 – Our policies and procedures</b>	Hard Copy or website

<p>(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> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	<p>Hard Copy or website</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<p>Hard Copy or website</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Hard Copy or website</p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>	<p>Hard Copy</p>
<p>Information legally required to hold in</p>	<p>Hard Copy</p>

publicly available registers (in most circumstances existing access provisions will suffice)	
Assets register, including details of public land and building assets	Hard Copy or website
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Inspection only
Register of members' interests	Hard Copy or website
Register of gifts and hospitality	Hard Copy
<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	Hard Copy or website
Allotments	Hard copy
Burial grounds and closed churchyards	Hard copy
Community centres and village halls	Hard copy
Parks, playing fields and recreational facilities	Hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard Copy
Markets	Hard copy
Public conveniences	Hard Copy
Agency agreements	Hard Copy
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Hard Copy
<b>Additional Information</b>  Information not itemised in the lists above	Inspection only

**Contact Details:**

Little Bardfield Parish Council Clerk

Email address: [clerk@littlebardfield-pc.gov.uk](mailto:clerk@littlebardfield-pc.gov.uk)

Website: [www.littlebardfield-pc.gov.uk](http://www.littlebardfield-pc.gov.uk)

**Schedule of charges**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 15p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
Postage	Royal Mail standard 2 <sup>nd</sup> class	Actual cost ( <i>see Royal Mail website for current rates</i> )