

INFORMATION AVAILABLE AT BADBY PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

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	Contact Clerk Website Noticeboard Hard Copy	Free Free Free 10p/sheet + post
Who's who on the Parish Council	Contact Clerk Website Noticeboard Hard Copy	Free Free Free 10p/sheet + post
Contact details for Parish Clerk and Council members	Website Noticeboard Hard Copy	Free Free 10p/sheet + post
Location of main Parish Council office and accessibility details	Contact Clerk Website Noticeboard Hard Copy	Free Free Free 10p/sheet + post
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	Contact Clerk Website Noticeboard Hard Copy	Free Free Free 10p/sheet + post
Annual Return form and report by auditor	Contact Clerk Hard Copy	Free 10p/sheet + post
Finalised budget	Hard Copy	10p/sheet + post
Precept	Hard Copy	10p/sheet + post

Financial Standing Orders and Regulations	Hard Copy	10p/sheet + post
List of current contracts awarded and value of contract	Hard Copy	10p/sheet + post
Members' allowances and expenses	Hard Copy	10p/sheet + post
Class 3 - What are our priorities and how are we doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy Website	10p/sheet + post
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard Copy	10p/sheet + post
Class 4 - How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard Copy Website	10p/sheet + post
Timetable of meetings	Hard Copy Website	10p/sheet + post
Minutes of meetings	Hard Copy Website	10p/sheet + post
Reports presented to Council meetings	Hard Copy Website	10p/sheet + post
Responses to consultation papers	Hard Copy	10p/sheet + post
Responses to planning applications	Hard Copy	10p/sheet + post
Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard Copy	10p/sheet + post

Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct	Hard Copy Hard Copy	10p/sheet + post 10p/sheet + post
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)		
Information security policy		
Records management policies (records retention, destruction and archive)	Hard copy	
Data protection policies		
Class 6 - Lists and registers Currently maintained lists and registers only	Hard Copy	10p/sheet + post
Any publicly available register or list (if any are held this should be publicised; in most circumstances, existing access provisions will suffice)	Hard Copy	10p/sheet + post
Assets Register	Hard Copy	10p/sheet + post

Class 7 - The services we offer (Information about the services we offer, including leaflets, guidance and newsletter produced for the public and businesses) Current information only		
Allotments	Hard Copy Newsletter	10p/sheet + post
Burial grounds and closed churchyards	Hard Copy Inspection	10p/sheet + post
Community centres and village halls	Hard Copy Newsletter	10p/sheet + post
Parks, playing fields and recreational facilities	Hard Copy Newsletter	10p/sheet + post
Seating, litter bins, memorials and lighting		
Bus shelters		
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Hard Copy	10p/sheet + post
Additional information This will provide Councils with the opportunity to public information that is not itemised in the lists above		

Contact details: Mrs Sharon Foster
1 London Road
Daventry
Northamptonshire NN11 4DA

Tel: 01327 310245

Email: clerk@badby.org

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 and white)	Actual cost
	Photocopying @12p 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		