

Baydon Parish Council

Information available from Baydon 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 <i>(Organisational information, structures, locations and contacts)</i></p> <p><u>This will be current information only</u></p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Email from Clerk Hard copy from Clerk	Free Free 5p per sheet plus postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Email from Clerk Parish Council Notice Board Hard copy from Clerk	Free Free Free 5p per sheet plus postage
Location of main Council office	No Office/Not Available	
Accessibility details	Parish Council Notice Board	Free
Staffing structure	No staff except Clerk	

<p>Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i></p> <p><u>Current and previous financial year</u> as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Notice board at Audit Hard Copy from Clerk	Free 5p per sheet plus postage
Finalised budget	Website Email from Clerk Hard copy from Clerk	Free Free 5p per sheet plus postage
Precept (in Minutes and Accounts)	Email from Clerk Hard copy from Clerk	Free 5p per sheet plus postage
Borrowing Approval letter	No Letter / Not Applicable	N/A
Financial Standing Orders and Regulations	Email from Clerk Hard copy from Clerk	Free 5p per sheet plus postage
Grants given and received	Email from Clerk Hard copy from Clerk	Free 5p per sheet plus postage
List of current contracts awarded and value of contract	Email from Clerk Hard copy from Clerk	Free 5p per sheet plus postage
Members' allowances	Baydon Parish Council <u>do not</u> currently pay any members' allowances.	N/A
Members' expenses	Email from Clerk Hard copy from Clerk	Free 5p per sheet plus postage
<p>Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i></p>	(hard copy or website)	
Parish Plan (current year)	No Plan / Not Available	N/A
Parish Plan (previous year)	No Plan / Not Available	N/A

Chairman's Report to Annual Parish Meeting (current and previous year)	Email from Clerk Hard copy from Clerk	Free 5p per sheet plus postage
Quality status	Not Applicable	N/A
Local charters drawn up in accordance with DCLG guidelines	No Charters / Not Available	N/A
Class 4 – How we make decisions <i>(Decision making processes and records of decisions)</i> <u>Current and previous council year</u> as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Parish Council Notice Board	Free
Agendas of meetings (as above)	Parish Council Notice Board Website Email from Clerk Hard copy from Clerk	Free Free Free 5p per sheet plus postage
Minutes of meetings (as above). NB. This will exclude information that is properly regarded as private to the meeting.	Parish Council Notice Board Website Email from Clerk Hard copy from Clerk	Free Free Free 5p per sheet plus postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy from Clerk	5p per sheet plus postage
Responses to consultation papers	Email from Clerk Hard copy from Clerk	Free 5p per sheet plus postage
Responses to planning applications	Website – Reference to minutes of Council meetings for particular applications where a response has been made.	
Bye-laws	None / Not Available	N/A

<p>Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i></p> <p><u>Current information only</u></p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Financial Regulations & Standing Orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p> <p>Administration Procedure</p> <p>Co-option Procedure</p>	<p>Email from Clerk Hard copy from Clerk</p> <p>None / Not Available</p> <p>Standing Orders</p> <p>Hard copy from Clerk</p> <p>None / Not Available</p> <p>Email from Clerk Hard copy from Clerk</p> <p>Email from Clerk Hard copy from Clerk</p>	<p>Free 5p per sheet plus postage</p> <p>N/A</p> <p>See above</p> <p>5p per sheet plus postage</p> <p>N/A</p> <p>Free 5p per sheet plus postage</p> <p>Free 5p per sheet plus postage</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p>	<p>None / Not Available</p> <p>None / Not Available</p> <p>None / Not Available</p> <p>None / Not Available</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>

Policies and procedures for handling requests for information	None/ Not Available	N/A
Complaints procedures (including those covering requests for information and operating the publication scheme)	Email from Clerk Hard copy from Clerk	Free 5p per sheet plus postage
Information security policy	None / Not Available	
Records management policies (records retention, destruction and archive)	None / Not Available	
Data protection policies	None / Not Available	
Schedule of charges (for the publication of information)	This document	
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
<u>Currently maintained lists and registers only</u>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	None / Not Available	N/A
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)	None / Not Available	N/A
Register of members' interests	The Parish Council does not currently hold copies of the members' interests.	
Register of gifts and hospitality	The Parish Council does not currently hold copies of the register of interests.	
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
<i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i>		
<u>Current information only</u>		
Allotments	None / Not Available	
Burial grounds and closed churchyards	None / Not Available	

Community centres and village halls	None / Not Available	
Parks, playing fields and recreational facilities	None / Not Available	
Seating, litter bins, clocks, memorials and lighting	None / Not Available	
Bus shelters	None / Not Available	
Markets	None / Not Available	
Public conveniences	None / Not Available	
Agency agreements	None / Not Available	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None / Not Available	
Additional Information <i>(This will provide Councils with the opportunity to publish information that is not itemised in the lists above)</i>		

Contact Details:

Baydon Parish Clerk - Mrs E Carmichael, Baydon Cottage, Ermin Street, Baydon, Wiltshire SN8 2JP

Telephone: 01672 540942

E-mail: baydonparishclerk@yahoo.co.uk

Website: www.baydon.org

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 4p per sheet (black & white)	Actual cost *
	Colour copying not available	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None applicable	
Other	None applicable	

* the actual cost incurred by the public authority

Publication Scheme adopted by Baydon Parish Council 1st December 2008.