

Information available from Naunton Beauchamp 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)	Hard copy and/or website	20p per sheet & postage
Who's who on the Council and its Committees	Hard copy and/or website	20p per sheet & postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and/or website	20p per sheet & postage
Location of main Council office and accessibility details	Hard Copy	20p per sheet & postage
Staffing structure	Hard Copy	20p per sheet & postage
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	Hard copy and/or website - Contact Clerk	20p per sheet & postage
Annual return form and report by auditor	Hard copy and/or website - Contact Clerk	20p per sheet & postage
Finalised budget	Hard copy – contact Clerk	20p per sheet & postage
Precept	Hard copy – contact Clerk	20p per sheet & postage
Borrowing Approval letter	N/A	

Financial Standing Orders and Regulations	Hard copy – contact Clerk	20p per sheet & postage
Grants given and received	Hard copy – contact Clerk	20p per sheet & postage
List of current contracts awarded and value of contract	Hard copy – contact Clerk	20p per sheet & postage
Members' allowances and expenses	hard copy – contact Clerk	20p per sheet & postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	hard copy or website	20p per sheet & postage
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)	hard copy and/or website Contact Clerk	20p per sheet & postage
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	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website (within Annual Meeting of the Parish Council minutes held in May) Or Hard Copy	20p per sheet & postage
Agendas of meetings (as above)	hard copy and/or website Contact Clerk	20p per sheet & postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	hard copy and/or website Contact Clerk	20p per sheet & postage

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	hard copy and/or website Contact Clerk	20p per sheet & postage
Responses to consultation papers	hard copy and/or website Contact Clerk	20p per sheet & postage
Responses to planning applications	hard copy and/Wychavon Planning Portal Contact Clerk	20p per sheet & postage
Bye-laws	hard copy and/or website Contact Clerk	20p per sheet & postage
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)	20p per sheet & postage
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	hard copy and/or website Contact Clerk	20p per sheet & postage
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	hard copy and/or website Contact Clerk	20p per sheet & postage

Complaints procedures (including those covering requests for information and operating the publication scheme)	hard copy and/or website Contact Clerk	20p per sheet & postage
Information security policy	hard copy and/or website Contact Clerk	20p per sheet & postage
Records management policies (records retention, destruction and archive)	hard copy and/or website Contact Clerk	20p per sheet & postage
Data protection policies	hard copy and/or website Contact Clerk	20p per sheet & postage
Schedule of charges)for the publication of information)	hard copy and/or website Contact Clerk	20p per sheet & postage
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)	hard copy and/or website Contact Clerk	20p per sheet & postage
Assets Register	hard copy and/or website Contact Clerk	20p per sheet & postage
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	20p per sheet & postage
Register of members' interests	Please contact Wychavon District Council	
Register of gifts and hospitality	Please contact Wychavon District Council	
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	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	Hard copy – contact Clerk	20p per sheet & postage
Bus shelters	N/A	
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	

Contact details:

Lynn Stewart, Parish Clerk 01386 462067 or nbparishcouncil@outlook.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 @ 20p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Other		

* the actual cost incurred by the public authority