

Information available from Barkham Parish Council under the model publication scheme

| Information to be published | How the information can be obtained | Cost |
|---|--|------|
| <p>Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> | <p>W = BVRA Website NB = Notice Board H = Hard copy from Clerk</p> | |
| Who's who on the Council and its Committees | H & W | |
| Contact details for Parish Clerk (Contact Council members via Clerk) | NB & W | |
| Location of main Council office and accessibility details | NB & W | |
| Staffing Structure | n/a | |
| <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> | H | |
| Annual return form and report by auditor | H | |
| Finalised budget | H | |
| Precept | H & W (in minutes) | |
| Borrowing Approval letter | n/a | |
| Financial Standing Orders and Regulations | H & W (in minutes) | |
| Grants given and received | H & W (in minutes) | |
| List of current contracts awarded and value of contract | n/a | |
| Members allowances and expenses | H & W (in minutes) | |

| | | |
|--|-----------------------|--|
| | | |
| 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 | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | H | |
| 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 | H and W (in minutes) | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | W NB | |
| Agendas of meetings (as above) | NB | |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded As private to the meeting. | H & W (in minutes) | |
| Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting. | H | |
| Responses to consultation papers | H & W (in minutes) | |
| Responses to planning applications | H & W (in minutes) | |
| Bye - laws | n/a | |
| | | |

| | | |
|--|-------------------------------|--|
| <p>Class 5 – Our policies and procedures</p> <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> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p> | H | |
| <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 Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information</p> | n/a n/a n/a n/a H | |
| <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> | H | |
| <p>Information security policy</p> | n/a | |
| <p>Records management policies (records, retention, destruction and archive)</p> | n/a | |
| <p>Data protection policies</p> | n/a | |
| <p>Schedule of charges (for the publication of information)</p> | See below | |
| | | |

| | | |
|--|--|--|
| | | |
| Class 6 – Lists and Registers | (hard copy or website; some information may only be available by inspection) | |
| Currently maintained lists and registers only | | |
| Any publicly available register or list (if any are held this should be published; in most circumstances existing access provisions will suffice) | H | |
| Assets Register | H | |
| Disclosure log (indicating the information that has been provided to requests; recommended as good practice, but may not be held by parish councils) | n/a | |
| Register of members interests | H | |
| Register of gifts and hospitality | H | |
| | | |
| Class 7 – the services we offer | (hard copy or website: some information may only be available by inspection) | |
| (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 | H | |
| Bus shelters | H | |
| 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 | | |
| Contact details J. Neuhofer Small Oaks Doles Lane Wokingham Berkshire RG41 4EB | | |
| 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 @ 20.p per sheet (black and white) plus £5 administration fee | Actual cost * |
| | Photocopying @ 25.p per sheet (colour) plus £5 administration fee | Actual cost* |
| Other | | |
| | | |
| * the actual cost incurred by the public authority | | |
| | | |