

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		