

Information available from Burbage 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 (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Hard copy and/or website	FOC
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	FOC
Location of main Council office and accessibility details	Hard copy and/or website	FOC
Staffing structure	Hard copy	FOC

<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>	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy and/or website	10p per sheet
Finalised budget	Hard copy	10p per sheet
Precept	Hard copy	10p per sheet
Borrowing Approval letter	Hard copy	10p per sheet
Financial Standing Orders and Regulations	Hard copy and/or website	10p per sheet
Grants given and received	Hard copy	10p per sheet
List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members' allowances and expenses	Hard copy	10p per sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan	Hard copy and/or website	10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy and/or website	FOC
Local charters drawn up in accordance with DCLG guidelines	Hard copy	10p per sheet
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)	Hard copy and/or website	FOC
Agendas of meetings (as above)	Hard copy and/or website	FOC
Minutes of meetings (as above)	Hard copy and/or website	10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per sheet
Responses to consultation papers	Hard copy	10p per sheet
Responses to planning applications	Hard copy	10p per sheet
Bye-laws	Hard copy	10p per sheet

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<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>	Hard copy and/or website	10p per sheet
<p>Schedule of charges (for the publication of information)</p>	Hard copy	FOC
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	Hard copy	10p per sheet
<p>Assets Register</p>	Hard copy	10p per sheet
<p>Register of members' interests</p>	Hard copy	10p per sheet
<p>Register of gifts and hospitality</p>	Hard copy	10p per sheet

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	Hard copy and/or website	FOC
Burial grounds and closed churchyards	Hard copy and/or website	FOC
Community centres and village halls	Hard copy and/or website	FOC
Parks, playing fields and recreational facilities	Hard copy and/or website	FOC
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	FOC
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Parish Council Newsletter	Hard copy and/or web site	FOC
NHW Newsletter	Hard copy and/or web site	FOC

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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 & white)	Actual cost * 3p per sheet + Officers time
	Photocopying @15p per sheet (colour)	Actual cost *8p per sheet + Offers time
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority

Revised October 2018