

Publication Scheme

The **Freedom of Information Act 2000** requires public authorities, which includes parish councils in England and Wales, to adopt and maintain a publication scheme.

Information available from Baughurst Parish Council under the model publication scheme is as follows:

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) This will be current information only		
Who's who on the Council and its Committees	Hard copy and/or website	£1 per page of document
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	£1 per page of document
Location of main Council office and accessibility details	Hard copy and/or website	£1 per page of document
Staffing structure	Hard copy and/or website	£1 per page of document
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		
Annual return form and report by auditor	Hard copy	£1 per page of document
Finalised budget	Hard copy	£1 per page of document

Precept	Hard copy	£1 per page of document
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard copy	£1 per page of document
Grants given and received	Hard copy	£1 per page of document
List of current contracts awarded and value of contract	Not applicable	
Members' allowances and expenses	Hard copy	£1 per page of document
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)	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	£1 per page of document
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and/or website	£1 per page of document
Agendas of meetings (as above)	Hard copy	

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and/or website	£1 per page of document
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	£1 per page of document
Responses to consultation papers	Hard copy	£1 per page of document
Responses to planning applications	Hard copy	£1 per page of document
Bye-laws	Hard copy	£1 per page of document
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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	£1 per page of document
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 Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	£1 per page of document

Information security policy	Hard copy	£1 per page of document
Records management policies (records retention, destruction and archive)	Hard copy	£1 per page of document
Data protection policies	Hard copy	£1 per page of document
Schedule of charges)for the publication of information)	Hard copy/website	£1 per page of document
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	£1 per page of document
Assets Register	Hard copy	£1 per page of document
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	£1 per page of document
Register of members' interests	Hard copy	£1 per page of document
Register of gifts and hospitality	Hard copy	£1 per page of document
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		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	

Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Hard copy/website	£1 per page of document
Seating, litter bins, clocks, memorials and lighting	Hard copy	£1 per page of document
Bus shelters	Hard copy	£1 per page of document
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	

Contact details:

Penny Waterfield, Clerk to Baughurst Parish Council 51 Sheridan Crescent Baughurst Hampshire RG26 5HQ 0118 981 2944 clerk@baughurst-pc.gov.uk

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 @ 40p per sheet (black & white)	
	Photocopying (colour) Not Available	Not Available
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

Other	Administrative costs	50p
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* the actual cost incurred by the public authority