

# Stow Bardolph Parish Council

## Information available under the Model Publication Scheme

INFORMATION TO BE PUBLISHED	INFORMATION SOURCE	COST
<b>Class1 - Who we are and what we do</b> Current information only		
Who's who on the Council and its Committees	Noticeboard Website/Email Hard copy from Clerk	Free Free 10p + postage
Contact details for Parish Clerk and Council members	Noticeboard Website/Email Hard copy from Clerk	Free Free 10p + postage
Location of main Council office and accessibility details	No Office Meetings held in Village Halls Website Parish Noticeboard	N/A  Free Free
Staffing structure	None (Clerk sole employee)	N/A

<b>Class 2 – What we spend and how we spend it</b> (Financial information – Current and previous financial year)		
Annual return form and report by auditor	Noticeboard Website Hard Copy from Clerk	Free Free 10p per sheet + postage
Finalised budget	Website/Email Hard copy from Clerk	Free 10p per sheet + postage
Precept	Website/Email Hard copy from Clerk	Free 10p per sheet + postage
Borrowing Approval letter	None	N/A
Standing Orders and Financial Regulations	Website/Email Hard copy from Clerk	Free 10p per sheet + postage
Grants given and received	Website/Email Hard copy from Clerk	Free 10p per sheet + postage
List of current contracts awarded and value of contract	None	N/A
Members' allowances and expenses	None	N/A

Class 3 – Our priorities and progress (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained	Cost
Parish Plan	None	N/A
Annual Report to Parish Meeting	Website/Email Hard copy from Clerk	Free 10p per sheet + postage
Local charters drawn up in accordance with DCLG guidelines	None	N/A

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Noticeboard Website/Email Hard copy from Clerk	Free Free 10p + postage
Agendas of meetings (as above)	Noticeboard Website/Email Hard copy from Clerk	Free Free 10p + postage
Minutes of meetings (as above)	Noticeboard Website/Email Hard copy from Clerk	Free Free 10p + postage
Reports presented to council meetings (current meeting only)	Hard copy from Clerk	10p per sheet + postage
Responses to consultation papers (current meeting only)	Hard copy from Clerk	10p per sheet + postage
Responses to planning applications	Borough Council Website	N/A
Bye-laws	None	N/A

<b>Class 5 – Our policies and procedures</b> 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	Website/Email Hard copy from Clerk	Free 10p per sheet + postage

<b>Class 5 – Our policies and procedures</b> Current information only		
Policies and procedures for the provision of services and 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	Website/Email Hard copy from Clerk	Free 10p per sheet + postage
Complaints procedures	Website/Email Hard copy from Clerk	Free 10p per sheet + postage
Information security policy	Website/Email Hard copy from Clerk	Free 10p per sheet + postage

Records management policies (records retention, destruction and archive)	Website/Email Hard copy from Clerk	Free 10p per sheet + postage
Data protection policies	Website/Email Hard copy from Clerk	Free 10p per sheet + postage
Schedule of charges (for the publication of information)	Website/Email Hard copy from Clerk	Free 10p per sheet + postage

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list	None	N/A
Assets Register	Email Hard copy from Clerk	Free 10p per sheet + postage
Disclosure log	None	N/A
Register of members' interests	King's Lynn Borough Council	Free
Register of gifts and hospitality	None	N/A

<b>Class 7 – The services we offer</b> Current information only		
Allotments	Email Hard copy	Free 10p per sheet + postage
Burial grounds and closed churchyards	None	N/A
Community centres and village halls	None	N/A
Parks, playing fields and recreational facilities	None	N/A
Seating, litter bins, clocks	Email Hard copy from Clerk	Free 10p per sheet + postage
Bus shelters	Email Hard copy from Clerk	Free 10p per sheet + postage
Markets	None	N/A
Public conveniences	None	N/A
Agency agreements	None	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees	None	N/A

### **SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Paper + copying facility
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	None	N/A

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Publication Scheme adopted by Stow Bardolph Parish Council.

Last review March 2023

Next review January 2025