

Information available from Bodicote 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>Website Hard copy - contact clerk</p>	<p>Free 20p per copy plus postage</p>
<p>Who's who on the Council and its Committees</p>	<p>As above</p>	<p>As above</p>
<p>Contact details for Parish Clerk and Council members</p>	<p>Noticeboard, website, or hard copy</p>	<p>As above</p>
<p>Location of main Council office and accessibility details</p>	<p>Noticeboard, website, or hard copy</p>	<p>As above</p>
<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>		
<p>Annual return form and report by auditor</p>	<p>Hard copy or website</p>	<p>As above</p>
<p>Finalised budget</p>	<p>Hard copy or website</p>	<p>As above</p>
<p>Precept</p>	<p>Hard copy or website</p>	<p>As above</p>
<p>Standing Orders and Financial Regulations</p>	<p>Hard copy or website</p>	<p>As above</p>
<p>Grants given and received</p>	<p>Hard copy or website</p>	<p>As above</p>
<p>List of current contracts awarded and value of contract</p>	<p>Hard copy or website</p>	<p>As above</p>
<p>Member's allowances and expenses</p>	<p>Hard copy or website</p>	<p>As above</p>

<p>Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
<p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>	Hard copy or website	As above
<p>Class 4 - How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	Hard copy or website	As above
<p>Agendas of meetings (as above)</p>	Noticeboard, hard copy or website	As above
<p>Minutes of meetings (as above) <i>- n.b. this will exclude information that is properly regarded as private to the meeting</i></p>	Noticeboard, hard copy or website	As above
<p>Reports presented to council meetings <i>- n.b. this will exclude information that is properly regarded as private to the meeting</i></p>	Hard copy or website	As above
<p>Responses to consultation papers</p>	Recorded in minutes	As above
<p>Responses to planning applications</p>	Recorded in minutes	As above

<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>		
<p>Policies and procedures for the conduct of council business: Procedural standing orders Policy statements Code of Conduct</p>	<p>Hard copy or website Hard copy or website Hard copy or website</p>	<p>As above As above As above</p>
<p>Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Raised at each Council meeting Raised at Env. Cttee meetings Individually dealt with Hard copy or website</p>	<p>As above As above As above As above</p>
<p>Information security policy</p>	<p>Computer backed up regularly</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Minutes, Burial Ground records, insurance policies, land matters, etc. retained indefinitely; other info retained for 6 years</p>	
<p>Data protection</p>	<p>Registered with the Information Commissioner every year</p>	
<p>Class 6 - Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
<p>Assets register</p>	<p>Hard copy or website</p>	<p>As above</p>
<p>Register of members interests</p>	<p>Held by District Council</p>	
<p>Register of gifts and hospitality</p>	<p>Held by District Council</p>	

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		
Burial grounds and closed churchyards	On application	
Seating, litter bins, clocks, memorials and lighting	On application	
Bus shelters	On application	
Agency agreements	On application	
Services for which the council is entitled to recover a fee, together with those fees (eg. burial fees)	Burial fees: Website or hard copy	Set by Council
Schedule of charges (for the publication of information)	See below	See below

Contact details:

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at -

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority