

Bagworth & Thornton Parish Council

Serving the people of Bagworth, Merry Lees & Thornton

Bagworth Community Centre, Station Road, Bagworth, Leicestershire, LE67 1BH

Tel: 01530 230628 / 07580574093, Email: clerk@bagworthandthornton.org.uk

POLICY DETAILS	
Policy Title	Information available under the Model Publication Scheme
Responsibility	Full Council
Date Adopted	14/05/18
Version	3
Revision Dates	13/05/19, 04/05/2021

These rules are supplemental to and do not in any way override the Parish Council's Standing Orders &/or Financial Regulations.

The Parish Council wishes to make access to information easy and at a minimum cost. To this end we have a website which allows free access to information which includes the annual accounts, auditors report, agenda, minutes of the meetings, etc.

Where the list below shows "website" in column two this information is on the web for ease of access. For anyone without access to the internet, contact your local Library to gain access FREE during their opening hours.

Class 1 - Who we are and what we do	How the information can be obtained	Cost
Bagworth & Thornton Parish Council, Parish Council Office at Bagworth Community Centre, Station Road, Bagworth, Leicestershire LE67 1BH ☎ 01530 230638 / 07580 574093 clerk@bagworthandthornton.org.uk http://bagworthandthornton.org.uk		Website information is free. Inspection only is free when at a mutually convenient time. Hard copies, when required, will be charged as per the schedule attached and the applicant advised of

		the cost prior to the release of the information. The copy/ies will be dispatched on receipt of the correct payment.
Who's who on the Council and its Committees	Website By written request to Council Office or by visiting the Parish Councillors section on the website	Free As per schedule for hard copy
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website By written request to Council Office	Free As per schedule for hard copy
Location of main Council office and accessibility details	Website By written request to Council Office or email	Free As per schedule for hard copy
Staffing structure	By written request to Council Office or email	As per schedule for hard copy

Class 2 – What we spend and how we spend it	How the information can be obtained	Cost
(Class 2 covers 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	Website By written request to Council Office or email	Free As per schedule for hard copy

Annual budget	Website By written request to Council Office or email	Free As per schedule for hard copy
Precept	Free By written request to Council Office or email	Free As per schedule for hard copy
Borrowing Approval letter	Not currently applicable	As per schedule for hard copy
Financial Standing Orders and Regulations	Website By written request to Council Office or email	Free As per schedule for hard copy
Grants given and received	Website By written request to Council Office or email	Free As per schedule for hard copy
List of current contracts awarded and value of contract	By written request to Council Office or email	As per schedule for hard copy
Members' allowances and expenses	By written request to Council Office or email	As per schedule for hard copy

Class 3 – What our priorities are and how we are doing	How the information can be obtained	Cost
(Class 3 covers strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	By written request to Council Office or email	As per schedule for hard copy
Annual Report to Parish Meeting (current and previous year as a minimum)	Website By written request to Council Office or email	Free As per schedule for hard copy

Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A

Class 4 – How we make decisions	How the information can be obtained	Cost
(Class 4 covers 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)	Website By written request to Council Office or email	Free As per schedule for hard copy
Agendas of meetings (as above)	Website By written request to Council Office or email	Free As per schedule for hard copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website By written request to Council Office or email	Free As per schedule for hard copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	By written request to Council Office or email	As per schedule for hard copy
Responses to consultation papers	By written request to Council Office or email	As per schedule for hard copy
Responses to planning applications	By written request to Council Office or email	As per schedule for hard copy
Bye-laws	By written request to Council Office or email	As per schedule for hard copy

Class 5 – Our policies and procedures	How the information can be obtained	Cost
(Class 5 covers 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 Financial Regulations Committee and sub-committee Terms of Reference Code of Conduct Policy & Procedural Policies	Website By written request to Council Office or email	Free As per schedule for hard copy
Schedule of charges (for the publication of information)	By written request to Council Office or email	As per schedule for hard copy

Class 6 – Lists and Registers	How the information can be obtained	Cost
Class 6 covers 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)	By written request to Council Office or email	As per schedule for hard copy
Assets Register	By written request to Council Office or email	As per schedule for hard copy
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)	By written request to Council Office or email	As per schedule for hard copy
Register of members' interests	Website By written request to Council Office or email	Free As per schedule for hard copy
Register of gifts and hospitality	By written request to Council Office or email	As per schedule for hard copy

Class 7 – The services we offer	How the information can be obtained	Cost
(Class 7 covers information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	By written request to Council Office or email	As per schedule for hard copy
Burial grounds	N/A	N/A
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	By written request to Council Office or email	As per schedule for hard copy
Seating, litter bins, clocks, memorials and lighting	By written request to Council Office or email	As per schedule for hard copy

Contact details: Miss A.C. Murray, Clerk to Bagworth & Thornton Parish Council, Tel. 01530 230638 / 07580 574093, email clerk@bagworthandthornton.org.uk or write to the Council Office at Bagworth Community Centre, Station Road, Bagworth, Leicestershire, LE67 1BH

SCHEDULE OF CHARGES

Website information is free. Inspection only is free and needs to be at a mutually convenient time.

Hard copies, when required, will be charged as per the schedule attached and the applicant advised of the cost prior to the release of the information. The copy/ies will be dispatched on receipt of the correct payment

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement costs	Photocopying @ 6p per sheet (black & white)	Actual cost
	Photocopying @ 12p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fees		In accordance with the relevant legislation