

Information available from Birdlip Parish Council under the model publication scheme

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	Available from Website	N/A
Who's who on the Council and its Committees	Available from Website	N/A
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Available from Website	N/A
Location of main Council office and accessibility details	N/A	N/A
Staffing structure	N/A	N/A
		N/A
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	Available from Website	N/A
Annual return form and report by auditor	Available from Website	N/A

Finalised budget	Available from Website	N/A
Precept	Available from Website	N/A
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Available from Website	N/A
Grants given and received	Available from Website	N/A
List of current contracts awarded and value of contract	Available from Website	N/A
Members' allowances and expenses	Available from Website	N/A
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 (current and previous year as a minimum)	N/A	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available from Website	N/A
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
		N/A
Class 4 – How we make decisions (Decision making processes and records of decisions)	Available from Website	N/A
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Available from Website	N/A
Agendas of meetings (as above)	Available from Website	N/A
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Available from Website	N/A

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Available from Website	N/A
Responses to consultation papers	Available from Website	N/A
Responses to planning applications	Available from Website	N/A
Bye-laws	N/A	N/A
		N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Available from Website	N/A
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	Available from Website	N/A
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	Available from Website	N/A

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Available from Website	N/A
Records management policies (records retention, destruction and archive)	Available from Website	N/A
Data protection policies	Available from Website	N/A
Schedule of charges)for the publication of information)	Available from Website	N/A
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	N/A
Assets Register	Available from Website	N/A
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)	N/A	N/A
Register of members' interests	Available from Website	N/A
Register of gifts and hospitality	Available from Website	N/A
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	N/A	N/A
Burial grounds and closed churchyards	N/A	N/A

Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	N/A	N/A
Seating, litter bins, clocks, memorials and lighting	Available from Website	N/A
Bus shelters	Available from Website	N/A
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	N/A
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
CCTV POLICY	Available from Website	N/A

Contact details:

Elaine Lavington – Clerk@birdlippc.org.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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

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Next review May 2026