

Information available from Bishop's Itchington Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Website Hard copy	Free
Who's who on the council and its groups/committees	Website Notice Board Village magazine 'Scene'	Free
Contact details for parish clerk and council members (named contacts where possible with telephone number and email address (if used))	Website Notice Board Village magazine 'Scene'	Free
Location of main council office and accessibility details	Website Notice Board Village magazine 'Scene'	Free
Staffing structure	Website Hard copy	Free
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	(hard copy and/or website)	

Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Annual financial report	Website Hard copy	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Hard copy	Free
Members' allowances and expenses	Website	Free
Annual reports	Website Hard copy	Free
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)	Website Hard copy	Free
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard copy	Free
Local Council Award –level attained	Website	Free
Local charters drawn up in accordance with DCLG guidelines	Website	Free
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 meetings and parish meetings)	Website Hard copy	Free
Agendas of meetings (as above)	Website Notice board & hard copy	Free

Minutes of meetings (as above)	Website Hard copy	Free
Reports presented to council meetings	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	Website	Free
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 Delegated authority in respect of officers Code of Conduct Policy statements	Website & hard copy	Free
Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy	Free
Information security policy	Website	Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies	Website	Free

Schedule of charges (for the publication of information)	Website	Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Electoral register	By appointment only	Free
Assets register	Hard copy	Free
Register of members' interests	Website	Free
Register of gifts and hospitality	Website	Free
Burial records	By appointment only	Free
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		
Cemetery Cemetery rules Burial fees	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	On request from parish office	Free
Bus shelters	On request from parish office	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website & hard copy	Free
Additional Information This will provide councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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 Southam
 CV47 1PN

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 @ 20p 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