

Information available from Blewbury Parish Council under the model publication scheme

| Information to be published | How the information can be obtained | Cost |
|---|---|----------------------|
| <p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> | (hard copy and/or website) | |
| Who's who on the Council and its Committees | Blewbury Bulletin www.blewbury.co.uk/govs.htm | Free Free |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Blewbury Bulletin www.blewbury.co.uk/govs.htm | Free Free |
| Location of main Council office and accessibility details | No Council office. Accessibility: Blewbury Bulletin www.blewbury.co.uk/govs.htm | Free Free Free |
| Staffing structure | Blewbury Bulletin www.blewbury.co.uk/govs.htm | Free Free |

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| <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> | (hard copy and/or website) | |
| Annual return form and report by auditor | Summary on Parish Notice board. Contact details of clerk provided if further details needed | Free |
| Finalised budget | Available on request | Free* |
| Precept | Available on request | Free* |
| | Minutes available on: http://www.blewbury.co.uk/parishminutes/BPCentry.htm | Free |
| Borrowing Approval letter | Not applicable | |
| Financial Standing Orders and Regulations | Available on request | Free* |
| Grants given and received | Available on request | Free* |
| | Minutes available on: http://www.blewbury.co.uk/parishminutes/BPCentry.htm | Free |
| List of current contracts awarded and value of contract | Available on request | Free* |
| | Minutes available on: http://www.blewbury.co.uk/parishminutes/BPCentry.htm | Free |
| Members' allowances and expenses | Not applicable | |
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| 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) | Available on request | Free* |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Open meeting Minutes available on: http://www.blewbury.co.uk/parishminutes/BPCentry.htm | Free* Free |
| Quality status | Not applicable | |
| Local charters drawn up in accordance with DCLG guidelines | Not applicable | |
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| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | (hard copy or website) | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Parish notice boards Blewbury Bulletin | Free Free |
| Agendas of meetings (as above) | Parish notice boards | Free |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Available on request Minutes available on: http://www.blewbury.co.uk/parishminutes/BPCentry.htm | Free* Free |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Minutes available on: http://www.blewbury.co.uk/parishminutes/BPCentry.htm | Free |
| Responses to consultation papers | Available on request | Free* |
| Responses to planning applications | Available on request | Free* |
| Bye-laws | Not applicable at present | |
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| <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> | (hard copy or website) | |
| <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers</p> <p>Code of Conduct Policy statements</p> | <p>Available on request</p> <p>All decisions are made by the full Parish Council. Committees have no powers to make independent decision</p> <p>Available on request Available on request</p> | <p>Free*</p> <p>Free*</p> <p>Free*</p> |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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 Complaints procedures (including those covering requests for information and operating the publication scheme)</p> | <p>Available on request</p> | <p>Free*</p> |
| <p>Information security policy</p> | <p>Available on request</p> | <p>Free*</p> |
| <p>Records management policies (records retention, destruction and archive)</p> | <p>Available on request</p> | <p>Free*</p> |
| <p>Data protection policies</p> | <p>Available on request</p> | <p>Free*</p> |
| <p>Schedule of charges (for the publication of information)</p> | <p>Available on request</p> | <p>Free*</p> |
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| 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) | | |
| Assets Register | Available on request | Free* |
| 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) | Available on request | Free* |
| Register of members' interests | Available on request | Free* |
| Register of gifts and hospitality | Not applicable | Free* |
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| 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 | (hard copy or website; some information may only be available by inspection) | |
| Allotments | Blewbury Bulletin www.blewbury.co.uk | Free Free |
| Burial grounds and closed churchyards | Available on request http://www.blewbury.co.uk/BLEWBURY_CEMETERY_REGULATIONS_2011.pdf and http://www.blewbury.co.uk/services.htm | Free* Free |
| Community centres and village halls | http://www.blewbury.co.uk/services.htm | Free |
| Parks, playing fields and recreational | http://www.blewbury.co.uk/services.htm | Free |

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| facilities | | |
| Seating, litter bins, clocks, memorials and lighting | Maintain seating and memorials as part of general village maintenance http://www.blewbury.co.uk/index.htm | Free* |
| Bus shelters | Only one on main road | Free* |
| Markets | Not applicable | |
| Public conveniences | Not applicable | |
| Agency agreements | Available on request Minutes available on: http://www.blewbury.co.uk/parishminutes/BPCentry.htm | Free* Free |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | http://www.blewbury.co.uk/BLEWBURY_CEMETERY_REGULATIONS_2011.pdf | Free |
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| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
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Contact details:

BLEWBURY PARISH COUNCIL

83 Dibleys
Blewbury
Oxon
OX11 9PU

Mobile tel: 07968772935

E- mail: blewburypc@googlemail.com

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

*Electronic copies are free, printed copies as below:

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|--|
| Disbursement cost | Photocopying @ 30p per sheet (black & white) | Actual cost ** 30p |
| | Photocopying @ 40p per sheet (colour) | Actual cost ** 40p |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| | | |
| Statutory Fee | | In accordance with the relevant legislation |
| | | |

** the actual cost incurred by the public authority

Charges to be reviewed annually.