

Contact details:

BLEWBURY PARISH COUNCIL

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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 (quote the actual statute)
Other	Should some of the archived information require time to be retrieved, a pro rata charge per hour would be raised. The cost would be based on the clerk's total hourly pay rate.	Currently £12.65 per hour

* the actual cost incurred by the public authority

Charges to be reviewed annually.

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/BLWBURY_CEMETERY_REGULATIONS_2008.pdf	Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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*
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/BLWBURY_CEMETERY_REGULATIONS_2008.pdf and http://www.blewbury.co.uk/services.htm	Free* Free Free
Community centres and village halls	http://www.blewbury.co.uk/services.htm	Free
Parks, playing fields and recreational facilities	http://www.blewbury.co.uk/services.htm	Free
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*

<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:</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>(hard copy or website)</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>

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	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
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	

<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	

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
Staffing structure	Blewbury Bulletin www.blewbury.co.uk/govs.htm	Free Free