

# Birdingbury Parish Council

## Publication Scheme

Adopted 18.09.23

Due for review September 2025

The following information is available from Birdingbury Parish Council under the Freedom of Information Act model publication scheme. This template guide only covers the information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>		
(Organisational information, structures, locations and contacts)	Website	Free
Current information only	Website	Free
List of Council members and their responsibilities as well a list of Council Committees	Website	Free
Details of any representation on local public bodies	Website	Free
Postal and email address	Website	Free
Contact details for Parish Clerk and Council members	Website	Free
Where possible, provide named contacts including contact phone numbers and email addresses	Website	Free
Staffing structure	n/a there is only 1 member of staff – The Clerk	n/a
<b>Class 2 – What we spend and how we spend it</b>		
(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)	Website - Financial tab	Free
Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website - Financial tab	n/a appointment to view can be made
Finalised budget	Website - Financial Tab	Free
Precept	Website - Financial tab	Free
Borrowing Approval letter	n/a	n/a
All items of expenditure above £100	Website – recorded in minutes	Free
Financial Standing Orders and Regulations	Website - Policies tab	Free
Grants given and received	Website - Financial tab	Free

List of current contracts awarded and value of contract	Website – Within minutes	Free
Members' allowances and expenses	None given	n/a
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	Not held	n/a
Annual governance statement in format included in the Annual Return form	Website - Financial tab	Free
Parish Plan	Website	Free
Annual Report to Parish or Community Meeting	Website	Free
Quality status	Not held	n/a
Local charters drawn up in accordance with DLUHC's guidelines	Not held	n/a
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website	Free
<b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum	Website – Minutes tab	Free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website – Minutes tab	Free
Reports presented to council meetings	Not held	n/a
Responses to consultation papers	Within minutes website	Free
Responses to planning applications	Within minutes website	Free
Byelaws	None held	
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Website - Policies tab	Free
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>Procedural standing orders</li> <li>Committee and sub-committee terms of reference</li> <li>Delegated authority in respect of officers</li> <li>Code of Conduct</li> <li>Policy statements</li> </ul>	Website - Policies tab No committees  None Website Policies Website Policies	Free n/a  n/a Free Free

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<p>None held</p> <p>Website – Policies</p> <p>Website – Policies</p> <p>None held</p> <p>Website – Policies</p> <p>Website - Policies</p>	<p>n/a</p> <p>Free</p> <p>Free</p> <p>n/a</p> <p>Free</p> <p>Free</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Website Policies</p>	<p>Free</p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>	<p>None held</p>	<p>n/a</p>
<p>Assets register, including details of public land and building assets</p>	<p>Website</p>	<p>Free</p>
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	<p>Website</p>	<p>Free</p>
<p>Register of members' interests</p>	<p>Website and Rugby Borough Council's website</p>	<p>Free</p>
<p>Register of gifts and hospitality</p>	<p>Website</p>	<p>Free</p>
<p>Electoral Register</p>	<p>By appointment with the Clerk only</p>	<p>Free</p>
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>None provided</p>	<p>n/a</p>
<p>Allotments</p>	<p>Managed by Allotment Society</p>	<p>n/a</p>
<p>Playing fields and recreational facilities</p>	<p>Website</p>	<p>n/a</p>
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Website</p>	<p>n/a</p>
<p>Bus shelters</p>	<p>Website</p>	<p>n/a</p>

### Schedule of charges

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying and printing @ 0.08p per sheet (black & white)	8p per sheet
	Photocopying and printing @ 0.15p per sheet (colour)	15p per sheet
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred

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