Information available from Bleasby Parish Council under the model publication scheme Approved: 11 January 2016 (BPC15-150) Reviewed 12 January 2026

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** **N.B. Councils should already be publishing as much information as possible about how they can be contacted.**	Website: http://www.bleasbyparishcouncil.uk	**free**
Who's who on the Council and its Committees	Website	**free**
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)	Website/notice board (clerk only)	**free**
Location of main Council office and accessibility details	Website	**free**
Staffing structure	Website	**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**		
Annual return form and report by auditor	Website/Notice board	**free**
Finalised budget	Website	**free**
Precept	Website	**free**
Borrowing Approval letter	Hard Copy	
Financial Standing Orders and Regulations	Website	**free**
Grants given and received	Website	**free**
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	N/A	
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	**free**
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	**free**
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

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, any committee/sub-committee meetings and parish meetings)	Website/Notice board	**free**
Agendas of meetings (as above)	Website/Notice board	**free**
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	**free**
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	**free**
Responses to consultation papers	Hard Copy	
Responses to planning applications	Website	**free**
Bye-laws	N/A	
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** **Committee and sub-committee terms of reference** **Delegated authority in respect of officers**	Website	**Free**

Code of Conduct **Policy statements**		
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** **Complaints procedures (including those covering requests for information and operating the publication scheme)**	Website where applicable	
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**	(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	Website	**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)	N/A	
Register of members' interests	Website	
Register of gifts and hospitality	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)** **Current information only**		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	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	
Additional Information **This will provide Councils with the opportunity to publish information that is not itemised in the lists above**		

Contact details:

Bleasby Parish Council
C/O Denise Bryant
Bleasby Parish Clerk
Manor Farm Barn
Thurgarton
Notts
Email clerk@bleasby-pc.gov.uk
Web www.bleasbyparishcouncil.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 @ 10..p per sheet (black & white)	Actual cost *
	Photocopying @ 15..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority