

# Publication Scheme

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> Organisational information, structures, locations and contacts. This will be current information only.		
Who's who on the Council and its Committees	Website or hard copy via the clerk	See Disbursements page
Contact details for Parish Clerk and Council members	Website or hard copy via the clerk	
Location of main Council office and accessibility details	Website or hard copy via the clerk	
Staffing structure	Website or hard copy via the clerk	
<b>Class 2 – What we spend and how we spend it</b> 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 or hard copy via the clerk	
Finalised budget	Website or hard copy via the clerk	
Precept	Website or hard copy via the clerk	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website or hard copy via the clerk	
Grants given and received	Website or hard copy via the clerk	
List of current contracts awarded and value of contract	Not applicable	
Members' allowances and expenses	Not applicable	

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<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.		
Parish Plan (current and previous year as a minimum)	Website or hard copy via the clerk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or hard copy via the clerk	
Local Council Awards Scheme	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b>		
Decision making processes and records of decisions. Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website or hard copy via the clerk	
Agendas of meetings (as above)	Website or hard copy via the clerk	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website or hard copy via the clerk	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website or hard copy via the clerk	
Responses to consultation papers	Website or hard copy via the clerk	
Responses to planning applications	Minutes of the meetings are available on the website or hard copy via the clerk or from Wiltshire Council website	
Bye-laws	Website or hard copy via the clerk	

<b>Class 5 – Our policies and procedures</b>		
Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.		
Policies and procedures for the conduct of council business: <ol style="list-style-type: none"> <li>1. Procedural standing orders</li> <li>2. Committee and sub-committee terms of reference</li> <li>3. Delegated authority in respect of officers</li> <li>4. Code of Conduct</li> <li>5. Policy statements</li> </ol>	Website or hard copy via the clerk Website or hard copy via the clerk Not applicable Website or hard copy via the clerk Website or hard copy via the clerk	
Policies and procedures for the provision of services and about the employment of staff: <ol style="list-style-type: none"> <li>1. Internal instructions to staff and policies relating to the delivery of services</li> <li>2. Equality and diversity policy</li> <li>3. Health and safety policy</li> <li>4. Recruitment policies (including current vacancies)</li> <li>5. Policies and procedures for handling requests for information</li> <li>6. Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ol>	Not applicable  Website or hard copy via the clerk Website or hard copy via the clerk Website or hard copy via the clerk Website or hard copy via the clerk Website or hard copy via the clerk	
Information security policy (Privacy policy)	Website or hard copy via the clerk	
Records management policies (records retention, destruction and archive)	Website or hard copy via the clerk	
Data protection policies	Website or hard copy via the clerk	
Schedule of charges (for the publication of information)	Website or hard copy via the clerk	

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<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only.		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy via the clerk or website; some information may only be available by inspection	
Assets register	Hard copy via the clerk	
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)	Not applicable	
Register of members' interests	Link on the Parish Council website to Wiltshire Council website	
Register of gifts and hospitality	Wiltshire Council	
<b>Class 7 – The services we offer</b>		
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	Not applicable	
Burial grounds and closed churchyards	Website or hard copy via the clerk	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Website or hard copy via the clerk	
Seating, litter bins, clocks, memorials and lighting	Website or hard copy via the clerk	
Bus shelters	Website or hard copy via the clerk	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website or hard copy via the clerk	

# Publication Scheme

## **Additional Information**

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

	None currently held.	
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### **Contact details:**

Clerk to the council: Georgina Berry

Phone: 07939 879488

Email: clerk@BGPC.org.uk

### **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 @ 10p per sheet (black & white)	Actual cost 2p + admin time
	Photocopying @ 15p per sheet (colour)	Actual cost 2.3p + admin time
	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 by the public authority