

Information available from Benington 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>Current information only</p>	<p>Hard Copy Website Parish Magazine</p>	<p>45p</p>
<p>Who's who on the Council</p>	<p>Hard Copy, Website, Notice Boards, Parish Magazine.</p>	
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address.</p>	<p>Hard Copy, Notice Boards, Website.</p>	
<p>Staff (Clerk)</p>	<p>Hard Copy, Notice Boards, Website.</p>	
<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>	<p>Hard Copy Summary of Accounts on website. Hard Copy</p>	
<p>Annual return form and report by auditor</p>	<p>Hard copy</p>	
<p>Finalised budget</p>	<p>Hard copy</p>	
<p>Precept</p>	<p>Hard copy</p>	
<p>Grants given and received</p>	<p>Hard copy</p>	
<p>List of current contracts awarded and value of contract</p>	<p>Hard copy</p>	
<p>Members' expenses</p>	<p>Minutes of Annual Parish</p>	

	Council Meeting.	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Hard copy	
Annual Report to Parish Meeting		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year minutes.	Hard copy. Archive of minutes on website. Parish Magazine.	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy or website	
Agendas of meetings (as above)	Hard copy, website and Notice Boards.	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy, website, Parish Magazine.	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	
Responses to consultation papers		
Responses to planning applications	Hard copy	
Bye-laws		

<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>Hard copy.</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 Code of Conduct Policy statements – Guidelines for the provision of Memorial seats/trees.</p>	<p>Hard copy Hard copy</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Parish Council letters of arrangements whereby services are offered to the Council. Equality and diversity policy Health and safety policy (Litter Picking) 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) Risk Assessment Checks (Financial)</p>	<p>Hard copy. Hard copy Hard copy.</p>	
<p>Records management policies (records retention, destruction and archive)</p>		
<p>(Schedule of charges for the publication of information)</p>		

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	Hard Copy	
Register of members' interests	Hard Copy	
Register of gifts and hospitality		
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)	
Churchyard Grant	Hard Copy	
Playground	Hard Copy	
Seating, litter bins, memorials and lighting	Hard Copy	
Bus shelters	Hard Copy	
Advertising on Parish Council Website	Hard Copy	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Parish Magazine.	45p

Contact details:

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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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority