

Information available from Beer Parish Council under the model publication scheme

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	Website/Social Media Parish Council Noticeboard Hard copy	Free Free 10p per A4
Who's who on the Council and its Committees	Website Parish Council Noticeboard Hard copy	Free Free 10p per A4
Contact details for Parish Clerk and Council members	Website Parish Council Noticeboard	Free Free
Location of main Council office and accessibility details	No Council office premises. Contact c/o The Clerk to the Parish Council as above	
Staffing structure	Hard copy	10p per A4

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	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy	10p per A4
	Website	Free
Finalised budget	Hard copy	10p per A4
Precept	Hard copy	10p per A4
Financial Standing Orders and Regulations	Website	Free
	Hard copy	10p per A4
Grants given and received	Hard copy	10p per A4
List of current contracts awarded and value of contract	Hard copy	10p per A4
Members' allowances and expenses	Hard copy	10p per A4

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Neighbourhood Plan/Village Design Statement	Hard copy	10p per A4
	Website	Free
Annual Report to Parish Meeting	Hard copy	10p per A4

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Parish Council Noticeboard Hard copy	Free Free 10p per A4
Agendas of meetings	Website Parish Council Noticeboard Hard copy	Free Free 10p per A4
Minutes of meetings	Website Parish Council Noticeboard Hard copy	Free Free 10p per A4
Reports presented to council meetings	Hard copy	10p per A4
Responses to consultation papers	Hard copy	10p per A4
Responses to planning applications	Hard copy	10p per A4

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 & financial regulations Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	Hard copy/website Hard copy/website Hard copy/website Hard copy/website	Website - Free 10p per A4
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/staffing 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)	Hard copy Hard copy/website Hard copy Hard copy/website Hard copy Hard copy/website	10p per A4
Data protection policies	Hard copy Website	10p per A4 Free
Schedule of charges (for the publication of information)	Hard copy Website	10p per A4 Free
Social Media policy	Hard copy Website	10p per A4 Free

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
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 (some information may only be available by inspection)	10p per A4
Assets Register	Hard copy	10p per A4
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)	Hard copy	10p per A4
Register of members' interests	Hard copy Website	10p per A4
Register of gifts and hospitality	Hard copy	10p per A4

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	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy	
Seating, litter bins, clocks, memorials and lighting	Hard copy	
Bus shelters	Hard copy	
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. car parks)	Hard copy (or appropriate minute)	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Clerk to Beer Parish Council
c/o Mariners' Hall, Fore Street, Beer, Devon EX12 3JB
07593 405161
clerk.beerparishcouncil@googlemail.com

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 @10p per sheet (black & white)	Actual cost of paper, ink and time
	Photocopying @£1 per sheet (colour)	Actual cost of paper, ink and time
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		