

BAYTON PARISH COUNCIL

Information available from Bayton Parish Council under their Publication Scheme Reviewed and adopted at Meeting held on 8th January 2019

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		
Who's who on the Council	email, website, noticeboards paper copy	FREE Photocopy 20p per sheet
Contact details for Parish Clerk and Council members	email, website, noticeboards paper copy	FREE Photocopy 20p per sheet
Location of main Council Office and accessibility details	email, website, noticeboards paper copy	FREE Photocopy 20p per sheet
Staffing structure	email, website Paper copy	FREE Photocopy 20p per sheet
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	email, website, noticeboard paper copy	FREE Photocopy 20p per sheet
Finalised budget	email, website paper copy	FREE Photocopy 20p per sheet

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Precept	email, website, noticeboard paper copy	FREE Photocopy 20p per sheet
Financial Regulations	email, website paper copy	FREE Photocopy 20p per sheet
Grants given and received	email, website, noticeboard paper copy	FREE Photocopy 20p per sheet
List of current contracts awarded and value of contract	To view only	FREE
Members' allowances and expenses	email, website, noticeboard paper copy	FREE Photocopy 20p per sheet
Class 3 – What our priorities are and how we are doing		
Annual Report to Parish Meeting – Produced by Chairman	email, website, noticeboard paper copy	FREE Photocopy 20p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of Meetings (Council and Parish Meetings)	email, website, noticeboard paper copy	FREE Photocopy 20p per sheet
Agendas of Council and Parish Meetings	email, website, noticeboard paper copy	FREE Photocopy 20p per sheet
Minutes of Council and Parish Meetings - (this will exclude information that is properly regarded as private to the Meeting).	email, website, noticeboard paper copy	FREE Photocopy 20p per sheet
Reports presented to Council Meetings - (this will exclude information that is properly regarded as private to the Meeting).	email, website paper copy	FREE Photocopy 20p per sheet
Responses to Consultation Papers	email paper copy	FREE Photocopy 20p per sheet
Responses to Planning Applications	email paper copy	FREE Photocopy 20p per sheet

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Class 5 – Our policies and procedures Current information only - Written protocols, policies and procedures for delivering our services and responsibilities.		
Policies and procedures for the conduct of council business: Procedural Standing Orders Delegated authority in respect of Officers Code of Conduct Policy Statements	email, website paper copy	FREE Photocopy 20p per sheet
Complaints Procedure Grant Awarding Policy and form to complete	email, website, paper copy	Photocopy 20p per sheet
Records Management Policies (Records retention, destruction and archive)	TO BE DRAFTED	Photocopy 20p per sheet
General Data Protection Policies	email, website	Photocopy 20p per sheet
Schedule of charges (for the publication of information)	email, website paper copy	FREE Photocopy 20p per sheet
Class 6 – Lists and Registers 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)	email paper copy	FREE Photocopy 20p per sheet
Assets Register	email/website paper copy	FREE Photocopy 20p per sheet
Disclosure log (indicating the information that has been provided in response to requests)	email	FREE Photocopy 20p per sheet
Register of Members' interests	website	FREE
Register of gifts and hospitality	N/A	N/A

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Class 7 – The services we offer Current information only about the services we offer, including leaflets, guidance and Newsletters produced for the Public and Businesses		
Bayton Village hall and Recreation Ground (Custodian Trustees only)	email, website	FREE
Seating, litter bins, Defibrillator Machines, Lengthsman Scheme, Cleobury Minibus Timetable	email, website paper copy	FREE Photocopy 20p per sheet
Additional Information – Information not published will be available on request.	email paper copy	FREE Photocopy 20p per sheet

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (colour 50p)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Contact details:

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