

## Information available from Little Berkhamsted Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
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	free
Location of main Council office and accessibility details	website	free
<del>Staffing structure</del>		
<p><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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	website	free

Finalised budget	hard copy	10p/sheet+post
Precept	hard copy	10p/sheet+post
<del>Borrowing Approval letter</del>		
Financial Standing Orders and Regulations	website	free
Grants given and received	hard copy	10p/sheet+post
List of current contracts awarded and value of contract	hard copy	10p/sheet+post
<del>Members' allowances and expenses</del>		
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
<del>Parish Plan (current and previous year as a minimum)</del>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	website hard copy	free delivered free to all households
Quality status		
<del>Local charters drawn up in accordance with DCLG guidelines</del>		
<b>Class 4 – How we make decisions</b> (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 hard copy	free 10p/sheet+post
Agendas of meetings (as above)	hard copy	10p/sheet+post

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.	hard copy	10p/sheet+post
Responses to consultation papers	hard copy	10p/sheet+post
Responses to planning applications	website	free
<del>Bye-laws</del>		
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:  Procedural standing orders <del>Committee and sub-committee terms of reference</del> Delegated authority in respect of officers Code of Conduct Policy statements	website  website website website	free  free free free
Policies and procedures for the provision of services and about the employment of staff:  <del>Internal policies relating to the delivery of services</del> Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)	website website website	free free free

<del>Policies and procedures for handling requests for information</del> Complaints procedures (including those covering requests for information and operating the publication scheme)	website	free
<del>Information security policy</del>		
<del>Records management policies (records retention, destruction and archive)</del>		
<del>Data protection policies</del>		
Schedule of charges (for the publication of information)	website	free
<b>Class 6 – Lists and Registers</b>  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	10p/sheet+post
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)	only by inspection	
Register of members' interests	only by inspection	
Register of gifts and hospitality	only by inspection	
<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		

Burial grounds and closed churchyards		
Community centres and village halls	contact clerk	
Parks, playing fields and recreational facilities	contact clerk	
Seating, litter bins, clocks, memorials and lighting	contact clerk	
Bus shelters	contact clerk	
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

Tom Brindley, Clerk to Little Berkhamsted Parish Council  
26 Bentick Way, Codicote, Herts. SG4 8XL

*Approved by Little Berkhamsted Parish Council at its meeting on 19 November 2008*

## 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 *
	Photocopying @ 50p per sheet (colour)	Actual cost
	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