



Bardsey Parish Council

Information available from Bardsey Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Information available on Bardsey Parish Council's website: www.bardseyvillage.org.uk Email: clerk@bardseyparishcouncil.gov.uk Tel: 07860875612	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy.
Contact details for Clerk and Council members	Parish Clerk Email: clerk@bardseyparishcouncil.gov.uk Tel: 07860875612	
Location of main Council office and accessibility details	Parish Clerk Email: clerk@bardseyparishcouncil.gov.uk Tel: 07860875612	
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 Budget	Information available on Bardsey Parish Council's website: www.bardseyvillage.org.uk . Further information can be obtained from the Parish Clerk Email: clerk@bardseyparishcouncil.gov.uk Tel: 07860875612	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4



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Financial Regulations Grants		copy.
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, audits, and reviews)</p> <p>Current and previous year as a minimum</p> <p>Annual Report to Parish or Meeting (current and previous year as a minimum)</p> <p>Local charters drawn up in accordance with DCLG guidelines</p>	<p>Information available on Bardsey Parish Council’s website: www.bardseyvillage.org.uk. Further information can be obtained from the Parish Clerk Email: clerk@bardseyparishcouncil.gov.uk Tel: 07860875612</p>	<p>Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy.</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p> <p>Agendas of meetings (as above)</p> <p>Minutes of meetings (as above)</p> <p>Reports presented to council meetings</p> <p>Responses to planning applications</p>	<p>Information available on the Bardsey Parish Council’s website: www.bardseyvillage.org.uk. Further information can be obtained from the Parish Clerk Email: clerk@bardseyparishcouncil.gov.uk Tel: 07860875612</p>	<p>Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy.</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Policies and procedures for the conduct of council business: Procedural standing orders</p>	<p>Information available on Bardsey Parish Council’s website: www.bardseyvillage.org.uk. Further information can be obtained from the Parish Clerk Email: clerk@bardseyparishcouncil.gov.uk Tel: 07860875612</p>	<p>Electronic Copies free of charge. Hard Copies charged at £0.10 per A4</p>



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<p>Committee and sub-committee terms of reference Code of Conduct Policy statements</p>		<p>copy.</p>
<p>Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Information available on Bardsey Parish Council's website: www.bardseyvillage.org.uk. Further information can be obtained from the Parish Clerk Email: clerk@bardseyparishcouncil.gov.uk Tel: 07860875612</p>	<p>Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy.</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p> <p>Any publicly available register or list (if any are held this should be publicised; mainly existing access provisions will suffice) Assets register Disclosure log (indicating the information that has been provided in response to requests; may not be held by parish councils) Register of members' interests</p>	<p>Information available on Bardsey Parish Council's website: www.bardseyvillage.org.uk. Further information can be obtained from the Parish Clerk Email: clerk@bardseyparishcouncil.gov.uk Tel: 07860875612</p>	<p>Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy.</p>
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>	<p>Information available on Bardsey Parish Council's website: www.bardseyvillage.org.uk. Further information can be obtained from the Parish Clerk Email: clerk@bardseyparishcouncil.gov.uk Tel: 07860875612</p>	<p>Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy.</p>



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Contact details:

Parish Clerk

Email: clerk@bardseyparishcouncil.gov.uk

Tel: 07860875612

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class