



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
Class1 - 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.
Class 3 – What our priorities are and how we are doing (Strategies and plans, audits, and reviews) Current and previous year as a minimum Annual Report to Parish or Meeting (current and previous year as a minimum) Local charters drawn up in accordance with DCLG guidelines	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 copy.
Class 4 – How we make decisions (Decision making processes and records of decisions) Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) Agendas of meetings (as above) Minutes of meetings (as above) Reports presented to council meetings Responses to planning applications	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	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy.
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Policies and procedures for the conduct of council business: Procedural standing orders	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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Committee and sub-committee terms of reference Code of Conduct Policy statements		copy.
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)	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 copy.
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; 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	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 copy.
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	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 copy.



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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