

## Information available from Bainton and Ashton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost All copying 10p per copy
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Web-site	
Contact details for Parish Clerk and Council members	<a href="http://www.baintonandashtonparishcouncil.org.uk">www.baintonandashtonparishcouncil.org.uk</a>	
Location of office and accessibility details (Clerk works from home)	Parish Noticeboards	
Staffing structure (Clerk is the only employee)	Hard copies from Parish Clerk <a href="mailto:Bainton.ashton.clerk@live.co.uk">Bainton.ashton.clerk@live.co.uk</a>	
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor (Website and notice board)	Hard Copies available from Parish Clerk or on Parish Council Website	
Finalised budget (Minutes on board and website)		
Precept (Minutes on board and website)		
Borrowing Approval letter N/A		
Financial Standing Orders and Regulations (Website)		
Grants/donations given and received (Minutes on board and website)		

<b>Class 3 – What our priorities are and how we are doing</b>		
Minutes of meetings	Web-site and boards Hard copy from Parish Clerk	Free
Annual Reports to Parish or Community Meeting	Web-site Hard copies from Parish Clerk	
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Meetings held on the first Tuesday every 2 months, in The Reading Room, Bainton	
Agendas of meetings (as above)	Web-site Parish Noticeboards Hard copies from Parish Clerk	
Minutes of meetings (as above)	Web-site and notice boards Hard copies from Parish Clerk	
Reports presented to council meetings	Hard copies from Parish Clerk, presented to councillors 3 days before meeting	
Responses to consultation papers	N/A	
Responses to planning applications	In minutes, as above	
Bye-laws	N/A	

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>Hard copies with Parish Clerk and on Website</p> <p>Hard copies with Parish Office and on Website</p> <p>N/A</p> <p>Hard copies with Parish Clerk and on Website</p> <p>Hard copies with Parish Clerk and on Website.</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedure (including those covering requests for information and operating the publication scheme)</p>	<p>N/A</p> <p>N/A</p> <p>Hard copy with Clerk, on website</p> <p>N/A</p> <p>Hardcopy from Clerk, on website</p> <p>Hard copy with Clerk, On website</p>	
Information security policy	Registered with Data Protection	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	Registered with Date Protection	

Schedule of charges (for the publication of information)	Model Publication Scheme	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list	None	
Assets Register	Hard copy from Clerk	
Disclosure log	None	
Register of members' interests	Hard copies with Peterborough City Council	
Register of gifts and hospitality	None	
<b>Class 7 – The services we offer</b>		
Current information only		
Allotments	Parish Clerk	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
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. burial fees)	N/A	
<b>Additional Information</b>		

## Contact Details, Clerk

Jenny Rice  
Hibbins Cottage  
The Green  
Ketton  
Stamford  
PE9 3RA

## 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 * 10p
	Photocopying @ 10p per sheet (colour)	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority

**Signed Original signed**

**Date 6/7/2021**