

## Information available from Bishop's Itchington Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost N.B There will be a charge of 10p per sheet where the no. of sheets exceeds 25.
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	Website Hard copy	Free*
Who's who on the Council and its Committees	Website Noticeboard The Scene	Free*
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Noticeboard The Scene	Free*
Location of main Council office and accessibility details	Website Noticeboard	Free*

	Scene	
Staffing structure	Website Hard copy	Free*
<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)  Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard Copy	Free*
Finalised budget	Hard Copy	Free*
Precept	Hard Copy	Free*
Financial Standing Orders and Regulations	Hard Copy	Free*
Grants given and received	Hard Copy	Free*
List of current contracts awarded and value of contract	Hard Copy	Free*
Members' allowances and expenses	Hard Copy	Free*
Annual Report	Website Hard Copy	Free*
<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)	
Parish Plan (current and previous year as a minimum)	Website Hard Copy	Free*
Annual Report to Parish (current and previous year as a minimum)	Website Hard Copy	Free*

Quality status	Website Hard Copy	Free*
<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*
Agendas of meetings (as above)	Website Hard copy	Free*
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free*
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Hard copy	Free*
Responses to consultation papers	Hard copy	Free*
Responses to planning applications	Hard copy Website	Free*
Bye-laws	Hard copy	Free*
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only		

Policies and procedures for the conduct of council business:  Procedural standing orders Delegated authority in respect of officers  Code of Conduct	Hard copy Hard copy  Hard Copy	Free*
Policies and procedures for the provision of services and about the employment of staff:  Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	Free*
Records management policies (records retention, destruction and archive)	Hard copy	Free*
Schedule of charges (for the publication of information)	Hard copy	Free*
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only		
Electoral Register	Only available by inspection	N/A
Assets Register	Hard copy	Free*

Register of members' interests	Only available by inspection	N/A
Burial Records	Only available by inspection	N/A
<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		
Burial grounds and closed churchyards – Cemetery Rules Burial Fees	Website/hardcopy Website/hardcopy	Free*
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website/hard copy	Free*

<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide. Actual cost\* is the actual cost incurred by the Council.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 0.10p per sheet (black & white)	Hard copies will be supplied free of charge up to 25 sheets. Over 25 sheets there will be an actual cost of 10p per sheet.
	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>		