



Information available from Bluntisham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p>		
Who's who on the Council and its Committees	Website Hard Copy email	Free/10p per copy plus postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy Email	Free/10p per copy plus postage
Location of main Council office and accessibility details	Website Hard Copy Email	Free/10p per copy plus postage
Staffing structure	Website Hard Copy Email	Free/10p per copy plus postage

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	Hard Copy, email, website	Free/10p per copy plus postage
Finalised budget	Hard Copy, email, website	Free/10p per copy plus postage
Precept	Hard Copy, email	Free/10p per copy plus postage
Borrowing Approval letter	Hard Copy	10p per copy plus postage
Financial Standing Orders and Regulations	Hard Copy, email, website	Free/10p per copy plus postage
Grants given and received	Hard copy, email	Free/10p per copy plus postage
List of current contracts awarded and value of contract	Hard Copy, email	Free/10p per copy plus postage
Members' allowances and expenses	Hard Copy, email	Free/10p per copy plus postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Email, Hard Copy, website	Free/10p per copy plus postage
Quality status	Hard Copy when applicable	10p per copy plus postage

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy, website, email	Free/10p per copy plus postage
Agendas of meetings (as above)	Hard Copy, website, email	Free/10p per copy plus postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy, website, email	Free/10p per copy plus postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy, email	Free/10p per copy plus postage
Responses to consultation papers	Hard Copy, email	Free/10p per copy plus postage
Responses to planning applications	Hard Copy, email	Free/10p per copy plus postage
Class 5 – Our policies and procedures (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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	 Hard Copy, website Hard Copy, website Hard Copy, website Hard Copy, website Hard Copy, website	 10p per copy plus postage
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy	 Hard copy, website	

Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy Hard Copy Hard Copy, website Hard Copy, website	10p per copy plus postage
Information security policy	Hard Copy, website	10p per copy plus postage
Records management policies (records retention, destruction and archive)	Hard Copy, website	10p per copy plus postage
Data protection policies	Hard Copy, website	10p per copy plus postage
Schedule of charges (for the publication of information)	Website Hard Copy	10p per copy plus postage
Assets Register	Hard Copy, website	10p per copy plus postage

Contact details:

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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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 4p per sheet (black & white)	Actual cost -10p
	Postage	Actual cost of Royal Mail standard 2 nd class

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