

Information available from ~~BLETSOE~~ Parish/Community Council under the model publication scheme

| Information to be published | How the information can be obtained | Cost |
|--|---|------|
| <p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> | <p>(hard copy and/or website) (01234) CLERK 781646</p> | 10p |
| Who's who on the Council and its Committees | (01234) CLERK 781646 | 10p |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | (01234) CLERK 781646 | 10p |
| Location of main Council office and accessibility details | (01234) CLERK 781646 | — |
| Staffing structure <i>AS ABOVE</i> . | | |
| <p>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)</p> <p>Current and previous financial year as a minimum</p> | <p>(hard copy and/or website) (01234) CLERK 781646 BY INSPECTION ONLY.</p> | — |
| Annual return form and report by auditor | (01234) BY INSPECTION ONLY CLERK 781646 | — |

CONTACT
MON - FRI
BETWEEN
10AM AND
4PM FOR
APPOINTMENT

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M C Rowland
Mafra House
14 The Avenue
Bletsoe
BEDFORD
MK44 1QF



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|--|---------|---|-----|---|
| Finalised budget | | CLERK | 10p | " |
| Precept | | CLERK | 10p | " |
| Borrowing Approval letter — N/A | | | | |
| Financial Standing Orders and Regulations — N/A | | | | |
| Grants given and received | (01234) | CLERK 781646 | — | " |
| List of current contracts awarded and value of contract | (01234) | CLERK 781646 | — | " |
| Members' allowances and expenses — N/A | | | | |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | (hard copy or website) | | |
| Parish Plan (current and previous year as a minimum) — N/A | (01234) | CLERK 781646 | | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | (01234) | ANNUAL PARISH MINUTES CLERK 781646 | — | " |
| Quality status — N/A | | | | |
| Local charters drawn up in accordance with DCLG guidelines — N/A | | | | |
| Class 4 – How we make decisions (Decision making processes and records of decisions) | | (hard copy or website) | | |
| Current and previous council year as a minimum | | APPROVED MINUTES ALREADY PUBLISHED IN CHURCH PORCH FOLLOWING EACH MEETING. MINUTES BY INSPECTION ONLY (01234) CLERK 781646 | — | " |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | | PUBLISHED PRE MEETINGS PUBLISHED ON PARISH NOTICE BOARDS REFER CLERK (01234) 781646 | — | " |
| Agendas of meetings (as above) | | | — | " |
| Minutes of meetings (as above) — nb this will exclude information that is properly regarded as private to the meeting. | | (01234) CLERK 781646 | — | " |

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|---|----------------------------|---------------------------------------|---|---|
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.* | INCLUDED IN OUR MINUTES | BY INSPECTION | — | |
| Responses to consultation papers* | OR THE CLERKS | ONLY - | — | |
| Responses to planning applications* | REPORT (WITH THE | CONTACT CLERK | — | " |
| Bye-laws N/A | EXCEPTION OF CAMERA ITEMS) | AS SPECIFIED | | |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) | | (hard copy or website) | | |
| Current information only | | AS PER STANDARD LAID DOWN PROCEDURES. | — | " |
| Policies and procedures for the conduct of council business: | | | | |
| Procedural standing orders N/A | | AS SPECIFIED | — | |
| Committee and sub-committee terms of reference | | APPOINTED AFTER EACH ELECTION | — | " |
| Delegated authority in respect of officers | | REGISTRATION DOCS. | — | " |
| Code of Conduct | | WHEN REQUIRED | — | " |
| Policy statements | | | | |
| Policies and procedures for the provision of services and about the employment of staff: | | | | |
| Internal policies relating to the delivery of services | | AS SPECIFIED | } | — |
| Equality and diversity policy | | AS SPECIFIED | | |
| Health and safety policy | | AS SPECIFIED | | |
| Recruitment policies (including current vacancies) | | AS SPECIFIED | | |
| Policies and procedures for handling requests for information | | AS SPECIFIED | | |

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|--|---|---|---|
| Complaints procedures (including those covering requests for information and operating the publication scheme) | BY INSPECTION ONLY | ← | " |
| Information security policy | AS SPECIFIED BY THE PARISH COUNCIL TO THE CLERK → BY INSPECTION ONLY | ← | " |
| Records management policies (records retention, destruction and archive) | | ← | |
| Data protection policies | | ← | |
| Schedule of charges (for the publication of information) | | ← | |
| Class 6 – Lists and Registers | (hard copy or website; some information may only be available by inspection) | | |
| Currently maintained lists and registers only | | | |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | | | |
| Assets Register | BY INSPECTION ONLY | ← | " |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils) N/A | CORRESPONDENCE | ← | " |
| Register of members' interests | BY INSPECTION ONLY | ← | " |
| Register of gifts and hospitality N/A | | | |
| Class 7 – The services we offer | (hard copy or website; some information may only be available by inspection) | | |
| (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | | | |
| Current information only | BY LISTING PUBLISHING + INSPECTION | | " |
| Allotments N/A | | | |
| Burial grounds and closed churchyards N/A | | | |

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|---|------------------------|---------------------|---|---|
| Community centres and village halls | | | | |
| Parks, playing fields and recreational facilities | PER OUR ASSET REGISTER | BY LISTING | - | " |
| Seating, litter bins, clocks, memorials and lighting | REGISTER | BY LISTING | - | " |
| Bus shelters | RECORDS | BY LISTING | - | " |
| Markets N/A | | | | |
| Public conveniences N/A | | | | |
| Agency agreements | | AGENCY GRASS SCHEME | - | " |
| A summary of services for which the council is entitled to recover a fee, together with these fees (e.g. burial fees) N/A | | | | |
| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | | | |
| ALL LAND OWNED IS STATED IN OUR ASSET REGISTER | | AS SPECIFIED | - | " |
| CONTRACT GRASS CUTTING + LETTING AGREEMENT OF THE "OLD PARISH FIELD" TO TENANT. | | ON INSPECTION | - | " |
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Contact details: TELEPHONE: (01234) 781646

CLERK + CHIEF FINANCIAL OFFICER:

M.C. ROWLAND FMAAT.,
 "MALNA HOUSE",
 14 THE AVENUE,
 BLETSOE,
 BEDFORD.


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 @ 10 p per sheet (black & white) | Actual cost * 10p |
| | Photocopying @ ... p per sheet (colour) | Actual cost |
| | Postage 2ND CLASS 27p | Actual cost of Royal Mail standard 2 nd class 27p |
| Statutory Fee | N/A | In accordance with the relevant legislation (quote the actual statute) N/A |
| Other | N/A | N/A |

* the actual cost incurred by the public authority

BLETSOE PARISH COUNCIL


M.C. ROWLAND
CLERK.