

Information available from Balsall Parish Council under the model publication scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Class 1 - Who we are and what we do		
Organisational information, structures, locations and contacts	Website Hard copy from Clerk	Free 10p per sheet
Who's who on the Council and its Committees	Website Hard copy from Clerk	Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy from Clerk	Free 10p per sheet
Location of main Council office and accessibility details	Website	Free
Class 2 – What we spend and how we spend it		
Current and previous financial year annual return form	Website Hard copy from Clerk	Free 10p per sheet
Annual return form and report by Auditor	Website Hard copy from Clerk	Free 10p per sheet
Finalised budget	Website Hard copy from Clerk	Free 10p per sheet
Precept	Website Hard copy from Clerk	Free 10p per sheet
Financial Standing Orders and Regulations	Website Hard Copy from Clerk	Free 10p per sheet
Grants given and received	Hard copy from Clerk	10p per sheet
List of current contracts awarded and value of contract	Hard copy from Clerk	10p per sheet
Members' allowances and expenses	Hard copy from Clerk	10p per sheet
Class 3 – What our priorities are and how we are doing		

Parish Plan	Hard copy from Clerk	10p per sheet
Annual Report to Parish	Hard copy from Clerk	10p per sheet
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website/Notice Board	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/Notice Board Hard copy from Clerk	Free 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk	10p per sheet
Responses to consultation papers	Website Hard copy from Clerk	Free 10p per sheet
Responses to planning applications	SMBC website Hard copy from Clerk	Free 10p per sheet
Class 5 – Our policies and procedures 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 from Clerk	10p per sheet
Policies and procedures for the provision of services and about the employment of staff: Code of Conduct Register of Interests	Hard copy from Clerk	10p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy from Clerk	10p per sheet
Assets Register	Hard copy from Clerk	10p per sheet
Class 7 – The services and Facilities we offer		

Burial grounds and closed churchyards	Website Hard copy from Clerk	Free 10p per sheet
Community centres and village halls	Hard copy from Clerk	10p per sheet
Parks, playing fields and recreational facilities	Hard copy from Clerk	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy from Clerk	10p per sheet
Bus shelters	Hard copy from Clerk	10p per sheet

Contact details: Clerk, Balsall Parish Council, 287/289 Kenilworth Road, Balsall Common CV7 7EL

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 *
	Photocopying @ 50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority