

Information available from Butlers Marston Parish Council under the publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.		
Who's who on the Council and its Committees	Website Hard copy	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	Free
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
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	Website Hard copy	Free 10p per sheet
Finalised budget	Website Hard copy	Free 10p per sheet

Precept	Website Hard copy	Free 10p per sheet
Borrowing Approval letter	N/A	N/A
Financial Regulations	Website Hard copy	Free 10p per sheet
Grants given and received	Hard copy	10p per sheet
List of current contracts awarded and value of contract	Hard copy	10p per sheet
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) Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 10p per sheet
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) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 10p per sheet
Agendas of meetings (as above)	Website	Free

	Noticeboard Hard copy	Free 10p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Noticeboard Hard copy	Free Free 10p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per sheet
Responses to consultation papers	Hard copy	10p per sheet
Responses to planning applications	SDC website Hard copy	Free 10p per sheet
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures: Standing orders Scheme of delegation Code of Conduct Privacy Notice Role Holder Privacy Notice Subject Access Request Procedure Data Protection Policy Records Retention Policy Risk Assessment	Website Hard copy	Free 10p per sheet

Parish Councillor Role Definition Social Media Policy Gifts and Hospitality Register – Guidance for members Disciplinary Policy Grievance Policy Financial Control and Internal Audit Procedure Complaints Procedure Freedom of Information Policy Financial Regulations Data Breach Policy Publication Scheme Communication Policy Sexual and General Harassment Policy Biodiversity Policy IT Policy		
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Asset register	Website Hard copy	Free 10p per sheet
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	
Register of members' interests	SDC website	Free

	Hard copy	10p per sheet
Register of gifts and hospitality	Hard copy	10p per sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per sheet
Bus shelters	Hard copy	10p per sheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

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 @ 0.10p per sheet (black & white)	Actual cost *
	Photocopying @ 0.20p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class. If 1 st class is requested it will be charged at the appropriate rate.
Statutory Fee	Not applicable	In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority including any third party charges and Clerks time in producing or preparing the requested information.