

## Information available from Border Group Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (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 BGPC website</p> <p><a href="http://www.bordergroup-pc.org">www.bordergroup-pc.org</a></p> <p>Or on request to the Clerk Tel:01568 770547</p> <p>Email: <a href="mailto:clerkbordergroup@btinternet.com">clerkbordergroup@btinternet.com</a></p>	
<p>Who's who on the Council and its Committees</p>	<p>On request to the Clerk BGPC website</p>	
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>On request to the Clerk BGPC website</p>	
<p>Location of main Council office and accessibility details</p>	<p>Via appointment with the Clerk: <b>Maureen Robinson</b> <b>Gotherment House, Wigmore,</b> <b>HR6 9UF</b> <b>Tel: 07487 427 048</b> <b>Email:</b> <b><a href="mailto:clerkbordergroup@btinternet.com">clerkbordergroup@btinternet.com</a></b></p>	
<p>Staffing structure</p>	<p>On request to the Clerk BGPC website</p>	

<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	On request to the Clerk Hard copy BGPC website	
Annual return form and report by auditor	On request to the Clerk Notice boards BGPC website	
Finalised budget	On request to the Clerk and in approved Minutes	
Precept	On request to the Clerk and in approved Minutes	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	On request to the Clerk	
Grants given and received	On request to the Clerk and in approved Minutes	
List of current contracts awarded and value of contract	On request to the Clerk and in approved Minutes	
Members' allowances and expenses	On request to the Clerk and in approved Minutes.	

<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)	On request to the Clerk and <a href="http://www.herefordshirepartnership.com/documents/Border_Group.pdf">http://www.herefordshirepartnership.com/documents/Border_Group.pdf</a>	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	On request to the Clerk BGPC website In approved Minutes	
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>On request to Clerk BGPC website In approved Minutes</p>	
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>On request to the Clerk Notice boards/BGPC Website</p>	
<p>Agendas of meetings (as above)</p>	<p>On request to the Clerk Notice boards/BGPC Website</p>	
<p>Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.</p>	<p>On request to the Clerk BGPC Website</p>	
<p>Reports presented to council meetings - N.B. this will exclude information that is properly regarded as private to the meeting.</p>	<p>On request to the Clerk</p>	
<p>Responses to consultation papers</p>	<p>On request to the Clerk</p>	
<p>Responses to planning applications</p>	<p>On request to the Clerk and in approved Minutes/BGPC Website</p>	
<p>Bye-laws</p>	<p>Not applicable</p>	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>On request to the Clerk BGPC Website</p>	
<p>Policies and procedures for the conduct of council business:</p> <p>*Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers *Code of Conduct Policy statements</p>	<p>On request to the Clerk and in approved Minutes</p> <p>*see BGPC Website</p>	

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	On request to the Clerk	
Information security policy	On request to the Clerk	
Records management policies (records retention, destruction and archive)	On request to the Clerk	
Data protection policies	On request to the Clerk	
Schedule of charges (for the provision/publication of information)	On request to the Clerk and see below	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	On request to the Clerk	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	On request to the Clerk	
Assets Register	On request to the Clerk	
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)	Not applicable	
Register of members' interests	On request to the Clerk BGPC Website	
Register of gifts and hospitality	On request to the Clerk	

<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	On request to the Clerk BGPC website	
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Not applicable	
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Adforton CC Hall car park – owned by the Parish Council	Details on request to the Clerk	

**Contact details:**

**Clerk: Maureen Robinson**

Gotherment House, Wigmore, HR6 9UF. Tel. 07487 427 048. Email: [clerkbordergroup@btinternet.com](mailto:clerkbordergroup@btinternet.com)

**Chairman:** Mrs M.Brown, Lark Rise, Birtley, Bucknell SY7 0D7

Tel. 01568 770346

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 30p per sheet (colour)	Actual cost*
	Postage – current charges	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>		

\* the actual cost incurred by the public authority