

**Information available from Berrynarbor Parish Council under the model publication scheme.  
Adopted on 10 February 2015.**

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>	(hard copy or by email)	
Who's who on the Council and its Committees	On the Noticeboard.	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Mrs V Wodhouse, address below. Contact details on back page.	
Location of main Council office and accessibility details	c/o Firststone, Yarnscombe, Barnstaple, EX31 3LW	
Staffing structure	1 part time member of staff.	

<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	(hard copy or emailed)	
Annual return form and report by auditor	Available in hard copy or emailed from the Clerk.	£3 per copy
Finalised budget	As above.	
Precept	As above.	
Borrowing Approval letter	Not applicable.	
Financial Standing Orders and Regulations	Available in hard copy or emailed from the Clerk.	
Grants given and received	As above.	
List of current contracts awarded and value of contract	As above.	
Members' allowances and expenses	Not applicable.	
<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 emailed)	
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		
Quality status	Not applicable.	
Local charters drawn up in accordance with DCLG guidelines	Not applicable.	
<b>Class 4 – How we make decisions</b>	(hard copy or emailed)	

(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)	Monthly.	
Agendas of meetings (as above)	Posted on the noticeboard.	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Available from the Clerk.	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Included in the Minutes.	
Responses to consultation papers	Included in the Minutes.	
Responses to planning applications	Included in the Minutes.	
Bye-laws	Not applicable.	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or emailed)	
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	Hard copy or emailed	£6

Policy statements		
<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          Equality and diversity policy          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)</p>	Relevant Policies which have been adopted are available in hard copy form or emailed from the Clerk.	
Information security policy	Not applicable.	
Records management policies (records retention, destruction and archive)	Not applicable.	
Data protection policies	Not applicable.	
Schedule of charges (for the publication of information)	Please see last page.	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	(hard copy; 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)		
Assets Register	Available to see in hard copy form from 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	Included in the Minutes.	

Register of gifts and hospitality	Available to view when appropriate.	
<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	(hard copy some information may only be available by inspection)	
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	At various locations.	
Bus shelters	At various locations.	
Markets	Not applicable.	
Public conveniences	Castle Hill	
Agency agreements	Pitt Hill Lease	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		


**Contact details: Mrs Victoria Woodhouse, Acting Parish Clerk, Firststone, Yarnscombe, Barnstaple, EX31 3LW**

**Tel: 07815 665215. Email: [clerk@berrynarborparishcouncil.org.uk](mailto:clerk@berrynarborparishcouncil.org.uk)**

### 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 @15p per sheet (black & white)	Actual cost *
	Photocopying @25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Clerk's time on an hourly rate. This will be given on request.	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority