

## Information available from Birstall 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>Website or Hard Copy via the Council Office (See contact details below)</p>	<p>All hard copies will be charged at 20 pence per A4 copy &amp; 50 pence per A3 copy.</p>
<p>Who's who on the Council and its Committees</p>	<p>Website or Hard Copy via the Council Office</p>	
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website or Hard Copy via the Council Office</p>	
<p>Location of main Council office and accessibility details</p>	<p>Council Offices, Birstall Road, Birstall LE4 4DH. Tel: 0116 267 6191 Opening Hours: Monday to Friday – 9am until 2pm</p>	
<p>Staffing structure</p>	<p>Website or Hard Copy via the Council Office</p>	

<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)</p> <p>Current and previous financial year as a minimum</p>	Website or Hard Copy via the Council Office	
Annual return form and report by auditor	Website or Hard Copy via the Council Office	
Finalised budget	Website or Hard Copy via the Council Office	
Precept	Website or Hard Copy via the Council Office	
Borrowing Approval letter	Not Applicable	
Financial Standing Orders and Regulations	Website or Hard Copy via the Council Office	
Grants given and received	Hard Copy via the Council Office	
List of current contracts awarded and value of contract	Hard Copy via the Council Office	
Members' allowances and expenses	Not Applicable	
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	Hard Copy via the Council Office	
Parish Plan (current and previous year as a minimum)	Not Applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or Hard Copy via the Council Office	
Local Council Awards Scheme	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) Current and previous council year as a minimum</p>	Agenda & Minutes of all meetings from 2015 onwards are available on the Website or as a hard copy via the Council Office	

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website or Hard Copy via the Council Office	
Agendas of meetings (as above)	Website, Noticeboards or Hard Copy via the Council Office	
Minutes of meetings (as above)	Website or Hard Copy via the Council Office	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website or Hard Copy via the Council Office	
Responses to consultation papers	Hard Copy via the Council Office	
Responses to planning applications	Minutes of meetings available on the website or hard copy via the Council Office or from Charnwood Borough Council website	
Bye-laws	Website or Hard Copy via the Council Office	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only	Website or Hard Copy via the Council Office	
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	Website or Hard Copy via the Council Office	
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services  Equality and diversity policy	Not Applicable  Website or Hard Copy via the Council Office Website or Hard Copy via the Council Office	

Health and safety policy	Website or Hard Copy via the Council Office	
Recruitment policies (including current vacancies)	Website or Hard Copy via the Council Office	
Policies and procedures for handling requests for information	Website or Hard Copy via the Council Office	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website or Hard Copy via the Council Office	
Information security policy (Privacy Notices)	Website or Hard Copy via the Council Office	
Records management policies (records retention, destruction and archive)	Website or Hard Copy via the Council Office	
Data protection policies	Website or Hard Copy via the Council Office	
Schedule of charges (for the publication of information)	Not Applicable	
<b>Class 6 – Lists and Registers</b> - Currently maintained lists and registers only		
Any publicly available register or list – Electoral Register	Charnwood Borough Council	
Assets Register	Hard Copy via the Council Office	
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	Links on the Parish Council website to Charnwood Borough Council	
Register of gifts and hospitality	Charnwood Borough Council	
<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	Website or Hard Copy via the Council Office	
Allotments	Website or Hard Copy via the Council Office	

Burial grounds and closed churchyards	Website or Hard Copy via the Council Office	
Community centres and village halls	Website or Hard Copy via the Council Office	
Parks, playing fields and recreational facilities	Website or Hard Copy via the Council Office	
Seating, litter bins, clocks, memorials and lighting	Website or Hard Copy via the Council Office where applicable	
Bus shelters	Not Applicable	
Markets	Not Applicable	
Public conveniences	Website or Hard Copy via the Council Office	
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)	Website or Hard Copy via the Council Office	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None	

#### Contact details:

Clerk to the Council, Sue Coulson, Birstall Parish Council, Council Offices, Birstall Road, Birstall LE4 4DH. Tel: 0116 267 6191  
e-mail: [admin@birstallpc.org.uk](mailto:admin@birstallpc.org.uk)

#### SCHEDULE OF CHARGES

Each A4 copy will be charged at 20 pence per side copied and each A3 copy will be charged at 50 pence per side copied.