

BARRINGTON PARISH COUNCIL- : PUBLICATION SCHEME

(based on model ICO Publication Scheme)

<i>Information to be published</i>	<i>How the information can be obtained</i>	<i>Cost</i>
1. Who the Council is and what it does.		
Who's who on the Council and Councillor's responsibilities	Website/hard copy/email Councillors and Clerks contact details included in monthly village newsletter and displayed on noticeboard.	Free/10p per page/free
Contact details for Clerk <i>(this is also the parish council's address for all correspondence)</i>	Website/hard copy/email	Free/10p per page/free
Contact details for Councillors	Website/hard copy/email	Free/10p per page/free
List of any Committees, Sub-committees and Working Parties.	Website/hard copy/email	Free/10p per page/free
2. What the Council spends and how it spends it.		
Annual return form and report by the auditor	Website/hard copy/email	Free/10p per page/free
Precept	Website/hard copy/email	Free/10p per page/free
Finalised budget	Website/hard copy/email	Free/10p per page/free
Financial standing orders and regulations	Website/hard copy/email	Free/10p per page/free
Borrowing approval letters <i>(at the time of publication the Council does not have any borrowing)</i>	n/a	n/a
Grants given and received	Website/hard copy/email	Free/10p per page/free
List of current contracts awarded and value	On request from Clerk	n/a
Councillors allowances <i>(the Council does not provide allowances to its Councillors other than its Chairman)</i>	n/a	n/a
3. What the Council priorities are and how it is doing.		
Village Plan	Website/hard copy/email	Free/10p per page/free
Annual report to the Annual Parish Meeting <i>(current and previous years)</i>	Website/hard copy/email	Free/10p per page/free
4. How the Council makes decisions		

Dates of meetings for the year (timetable to include Council, Committees, Sub-Committees and Annual Parish meeting dates)	Website/hard copy/email Also displayed on notice board	Free/10p per page/free
Agenda for meetings (to include Council, Committees, Sub-Committees and Annual Parish Meeting dates)	Website/hard copy/email Also displayed on noticeboard	Free/10p per page/free
Minutes of meetings (<i>n.b. will exclude information that is properly regarded as private to the meeting</i>)	Website/hard copy/email Also included in the monthly village newsletter and displayed on noticeboard	Free/10p per page/free
Reports presented to Council meetings (<i>n.b. will exclude information that is properly regarded as private to the meeting</i>)	Hard copy/email request to Clerk	10p per page/free
Byelaws	Website/hard copy/mail	Free/10p per page/free
Responses to consultation papers	Hard copy/email request to Clerk	10p per page/free
Responses to planning applications	Website/hard copy/email	Free/10p per page/free
5. Council policies and procedures		
Standing Orders	Website/hard copy/email	Free/10p per page/free
Financial Regulations	Website/hard copy/email	Free/10p per page/free
Code of Conduct	Website/hard copy/email	Free/10p per page/free
Co-Option Procedure	Website/hard copy/email	Free/10p per page/free
Bullying and Harassment Protocol	Website/hard copy/email	Free/10p per page/free
Children and Vulnerable Adults Protection Policy	Website/hard copy/email	Free/10p per page/free
Complaints procedure	Website/hard copy/email	Free/10p per page/free
Equality and Diversity Policy	Website/hard copy/email	Free/10p per page/free
Freedom of Information Policy/Publication Scheme	Website/hard copy/email	Free/10p per page/free
Grievance and Disciplinary Policy	Website/hard copy/email	Free/10p per page/free
Press and media Policy	Website/hard copy/email	Free/10p per page/free
Terms of Reference for Committees/sub-Committees and Working Parties	Hard copy/email request to Clerk	10p per page/free
Press and Media Policy		
Risk Assessment and Management Policy		
GDPR Policy (formerly Data Protection)		
Retention of Documents Policy		
Social Media and Electronic Communications Policy		
6. Lists or registers		

Asset register	Hard copy/email request to Clerk	10p per page/free
Disclosure Log – information issued under the Freedom of Information Act	Available for inspection upon request to the Monitoring Officer at South Cambs District Council	10p per page
Register of councillors interests	Original documents maintained by District Council. Hard copy of documents available upon request to the Monitoring Officer at South Cambs District Council	10p per page
Register of gifts and hospitality (<i>at the time of publication no councillor has declared receiving a gift or hospitality</i>)	Original documents maintained by District Council. Hard copy of documents available upon request to the Monitoring Officer at South Cambs District Council	10p per page
7. The services the Council offers		
Parks, playing fields and recreational facilities	Information available from Clerk on request/Village Guide	Free/free
Q.E.II woodland	Website/Village Guide	Free/free
Seating, litter bins, memorials and lighting	Information available from Clerk on request	Free
Bus Shelters	Information available from Clerk on request	Free
Footpaths	Hard copy of map in Village Stores or from Clerk	Free/free
Village Guide	Hard copy in Church or from Clerk	Free/free
Additional Information		
Community Car Scheme	Website/hard copy/email	Free/10p per page/free
Mobile Warden Scheme	Website/hard copy/email	Free/10p per page/free
Neighbourhood Watch	Website/hard copy/email	Free/10p per page/free
Youth Club	Website/hard copy/email	Free/10p per page/free

Schedule of charges :

This describes how the charges have been arrived at:

Type of Charge	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black and white only)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
	Major Enquiries	£16 per hour,

For members of the public who do not have access to the Internet, a note of this publication document and how to get a copy of it will be displayed on the notice board in Barrington.

Document History

Status	Date	Version
Drafted by Val Tookey using the ICO Model publication scheme	January 2014	1.0
To Council and adopted	21 st January 2014	1.0
Reviewed using the ICO Model publication Scheme 1.2	June 2018	2.0
To Council for adopted	17 th July 2018	2.0