**PADBURY PARISH COUNCIL**

**Information available under Information Commissioner’s Office Model Publication Scheme**

The cost for obtaining a hard copy of any information listed below is set out at the end of the schedule.

| **Information Published**  | **How the information can be obtained** |
| --- | --- |
| **Class 1 – Who we are and what we do** |  |
| Who’s who on the Council and its Committees | hard copy and website  |
| Contact details for Parish Clerk and Council members  | hard copy and website  |
| Location of main Council office | We do not have an office but can be contacted via our website |
| Staffing structure | Our only employee is the parish clerk |
| **Class 2 – What we spend and how we spend it** |  |
| Annual return form and report by auditor | hard copy, notice board and website |
| Finalised budget | hard copy and website  |
| Precept | hard copy and website  |
| Borrowing Approval letter | N/A |
| Financial Standing Orders and Regulations | hard copy and website  |
| Grants given and received | hard copy  |
| List of current contracts awarded and value of contract | hard copy  |
| Members’ allowances and expenses | N/A |
| **Class 3 – What our priorities are and how we are doing** |  |
| Parish Plan | N/A |
| Annual Report to the Parish Meeting | hard copy and website  |
| Quality status | N/A |
| Local charters drawn up in accordance with DCLG guidelines | N/A |
| **Class 4 – How we make decisions** |  |
| Timetable of meetings  | hard copy, notice board and website  |
| Agendas of meetings  | hard copy, notice board and website |
| Minutes of meetings – nb this will exclude information that is properly regarded as private to the meeting. | hard copy, notice board and website |
| Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting. | hard copy and website  |
| Responses to consultation papers | hard copy  |
| Responses to planning applications | hard copy and on the Buckinghamshire Council website |
| Byelaws | N/A |
| **Class 5 – Our policies and procedures** |  |
| Procedural Standing OrdersCode of ConductEquality PolicyFinancial RegulationsComplaints ProceduresReserves PolicyPublication SchemeDeveloper’s ProtocolScheme of DelegationRisk ManagementVolunteer Policy & ProceduresSafeguarding PolicyHealth & Safety PolicyDocument Retention Policy | All by hard copy and website |
| Schedule of charges (for the publication of information) | This is set out at the end of this schedule |
| **Class 6 – Lists and Registers** |  |
| Assets register | hard copy and website  |
| Register of members’ interests | hard copy and websiteBuckinghamshire Council website |
| Register of gifts and hospitality | N/A  |
| **Class 7 – The services we offer** |  |
| 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 and website  |
| Seating, litter bins, clocks, memorials and lighting | hard copy  |
| Bus shelters | hard copy  |
| Markets | N/A |
| Public conveniences | N/A |
| Agency agreements | N/A |

**Contact details:**

PARISH CLERK, PADBURY PARISH COUNCIL

Tel: 07961 827302 – Email: padburyparishcouncil@gmail.com

**SCHEDULE OF CHARGES**

This is the charge that will be made to supply any information requested from the publication scheme.

| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| --- | --- | --- |
| **Disbursement cost** | Photocopying @ 20p per sheet (black & white) | Actual cost  |
|  | Postage | Actual cost of Royal Mail standard 2nd class |

Adopted at 13th February 2024 meeting