Bonsall Parish Council

Council Publication Scheme

Author: T Payne

Version 1.2

Version Date 24th January 2020

Implementation Date 24th January 2020

Reviewed: March 2026

Review Body Bonsall Parish Council

Version	Author	Date	Reason for review
1.0	T Payne	24th January 2020	Version for PC Approval
1.1	J Milverton	17th May 2022	Review date
1.2	J Smith	March 2026	Review date

Information to be published	How the information can be obtained	Cost (See Charging Schedule below for further details)
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Website Hard Copy	Free 10p a copy
Who's who on the Council and its Committees	Website Hard Copy	Free 10p a copy
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 10p a copy
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	(Hard copy or website)	
Annual return form and report by auditor	Outline on website Hard copy-contact Clerk	Free 10p a copy
Finalised budget	Outline on website Hard copy-contact Clerk	Free 10p a copy

Precept	Outline on website Hard copy-contact Clerk	Free 10p a copy
Financial Standing Orders and Regulations	Website Hard Copy	Free 10p a copy
Grants given and received	Website Hard Copy	Free 10p a copy
List of current contracts awarded and value of contract	Website Hard Copy	Free 10p a copy
Members' allowances and expenses	(None claimed at present)	Free 10p a copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(Hard copy or website)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy-contact Clerk	10p a copy
Class 4 – How we make decisions (Decision making processes and records of decisions)	(Hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings	Website Hard Copy	Free 10p a copy
Agendas of meetings (as above)	Website Hard Copy	Free 10p a copy
Minutes of meetings (as above)	Website Hard Copy	Free 10p a copy
Reports presented to council meetings – NB. this will exclude any information to which public access has been properly restricted	Website Hard Copy	Free 10p a copy
Responses to consultation papers	Website Hard Copy	Free 10p a copy
Responses to planning applications	Website Hard Copy	Free 10p a copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(Hard copy or website)	
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 Hard Copy	Free 10p a copy

Councillors Expenses Policy Co-Option Policy Grants Policy Complaints Policy Publications Scheme		
Policies and procedures for the provision of services and about the employment of staff (Including Environmental Protection Policy and Health and Safety Policy, Burial Ground Policy)	Website Hard Copy	Free 10p a copy
Document Retention Policy (records retention, destruction and archive)	Website Hard Copy	Free 10p a copy
Data Protection Policy	Website Hard Copy	Free 10p a copy
Class 6 – Lists and Registers	(Hard copy or website)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Website Hard Copy	Free 10p a copy
Register of members' interests	Website Hard Copy	Free 10p a copy
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(Hard copy or website)	
Park, vehicle park and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Bonsall Burial Ground	Website Hard Copy	Free 10p a copy
Freedom of Information Act requests / Environment Information Regulations request	There is no 'flat rate' fee to receive information under this legislation and in many cases BPC will provide the information free of charge. However, if the information requested is not readily available in the media in which it is requested, BPC may charge a fee based on the costs associated with providing the information e.g. photocopying and postage. If a fee is required you will be notified on receipt of the Information Request.	
GDPR subject access requests	There will normally be no fee for a GDPR subject access request (unless the cost of	

	compliance is manifestly excessive)	
Type of Charge	**Description**	**Basis of Charge**
Disbursement cost	Photocopying @10p per sheet (black & white); 20p per sheet (colour). 'Per copy' above refers to a single sheet of the document, so 5 pages would cost 50p in black and white.	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Note: all website documents are in PDF format		

Contact details

Julia Milverton
Clerk and Responsible Finance Officer

Bonsall Parish Council
69 Yeoman Street
Bonsall
Matlock Derbyshire
DE4 2AA

07306 311451
Email: bonsallclerk@gmail.com
Website: www.bonsallvillage.org