

Benefield Parish Council

Information available from Benefield Parish Council under the model publication scheme



Information to be Published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted		
Who's who on the Council	Website or contact the Clerk	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, Noticeboards or the Clerk	Free
Location of main Council office and accessibility details	Website or the Clerk	Free
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) Current and previous financial year		
Annual return form and report by auditor	Hard Copy – the Clerk Noticeboard after Audit Website	10p per sheet Free Free
Finalised budget shown council minutes (usually) for December meeting	As minutes below	
Precept shown council minutes (usually) for December meeting	As minutes below	
Financial Standing Orders and Regulations	Hard Copy – the Clerk Website	10p per sheet Free
Grants given and received Shown in Council Minutes	As minutes below	
Information to be Published	How the information can be obtained	Cost
List of current contracts awarded and value of contract	The Clerk	
Borrowing Approval letter	Hard Copy – the Clerk	10p per sheet
Members' allowances and expenses	The Clerk	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Hard Copy – the Clerk Website	Free Free
Annual Report to Parish Meeting (current and previous year)	Hard Copy – the Clerk Website	10p per sheet Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year		
Timetable of meetings (Council, and Committees)	Hard Copy – the Clerk Website Noticeboards	Free Free Free
Agendas of meetings (as above)	Hard Copy – the Clerk Website Noticeboards	Free Free Free
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting	Hard Copy – the Clerk Website Noticeboards	10p per sheet Free Free
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting. Verbal reports will be part of the Minutes	Website	Free
Responses to consultation papers	As minutes below	Free
Responses to planning applications These will be part of the Minutes	Hard Copy – the Clerk North Northamptonshire Council's website planning portal	10p per sheet Free
Information to be Published	How the information can be obtained	Cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders	Hard copy – contact Clerk/website	10p per sheet

Policy statements There is a section of the website dedicated to policies Delegated authority in respect of officers; Shown in Minutes Code of Conduct	See Minutes above Hard copy – contact Clerk/Website	Free
Policies and procedures for the provision of services and about the employment of staff: - Equality and diversity policy Personnel policies 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)	For All: Hard copy – contact Clerk Website	10p per sheet Free
Information security policy	Hard copy- contact Clerk Website	10p per sheet Free
Records management policies (records retention, destruction and archive)	Hard copy- contact Clerk Website	10p per sheet Free
Data protection policies	Hard copy- contact Clerk Website	10p per sheet Free
Schedule of charges (for the publication of information) see below	Hard copy- contact Clerk Website	10p per sheet Free
Class 6 – Lists and Registers Currently maintained lists and registers only (Some information may only be available by inspection)		
Any publicly available register - electoral roll	Contact Clerk – Viewing only	
Assets Register	Contact Clerk	
Register of members’ interests	Published on North Northamptonshire Council’s Website	Free
Register of gifts and hospitality	Contact Clerk	
Information to be Published	How the information can be obtained	Cost
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		

Seating, Litter Bins	Contact Clerk	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact Details

Website: <https://benefieldparish.com>

Email: benefieldparishcouncilclerk@gmail.com

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ .10p per sheet (black & white) plus VAT	Actual Cost*
	Photocopying @ .15.p per sheet (colour) plus VAT	Actual Cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority

Adopted by Benefield Parish Council on 24th May 2021

To be reviewed May 2022