

**Information available from Beaworthy Clovelly Parish Council under the model publication scheme. Approved ..... 2019, to be reviewed every 2 years**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost £</b>
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council	website	
Contact details for Parish Clerk and Council members	website	
<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)		
Annual return form and report by auditor	website	
Finalised budget	Website	
Precept	Website	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website	
Grants given	Hardcopy (if applicable)	
List of current contracts awarded and value of contract	Hardcopy (if applicable)	10p per sheet
Members' allowances and expenses	Hardcopy (if applicable)	10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	website if available	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

<b>Class 4 – How we make decisions</b>		
(Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings	website	
Agendas of meetings	website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting	Hardcopy	10p per sheet
Responses to consultation papers	Hardcopy	10p per sheet
Responses to planning applications	Hardcopy (also on WDBC website)	10p per sheet/free
<b>Class 5 – Our policies and procedures</b>		
(Current written protocols, policies and procedures for delivering our services and responsibilities)		
<b>Policies and procedures for the conduct of council business:</b>		
Standing orders	website	
Code of Conduct	website	
current policies	website	
Privacy Policy	Website	
Publication Policy	Website	
Data protection policies	Website	
Schedule of charges (for the publication of information)	website	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list	Inspection only	
Assets register	website	
Register of members' interests	website	
<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)		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	

Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Hardcopy (if applicable)	10p per sheet
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hardcopy (if applicable)	10p per sheet
<b>Additional Information</b> information that is not itemised in the lists above		

### Contact details:

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Bratton Clovelly, EX20 4LB  
Tel: 01837 871308  
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N.B. The Parish Clerk is employed for 4 hours per week on a flexible basis, those hours include attendance at Parish Council meetings. Hardcopies can be obtained from the Parish Clerk, however, payment is required before any hardcopy information can be supplied.

### SCHEDULE OF CHARGES - This describes how the charges have been arrived at

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	N/A	
<b>Other</b>	N/A	