Information available from Beaworthy Parish Council under the model publication scheme. Approved 4 Dec 2019, MIN0072019 to be reviewed every 2 years – last review 8 Jan 2024

Information to be published	How the information can be obtained	Cost £
Class1 - Who we are and what we do		
Who's who on the Council	website	
Contact details for Parish Clerk and Council members	website	
Roles within the council and powers and responsibilities of the Council	website	
Class 2 – What we spend and how we spend it (Financial information relating to projected & actual income and expenditure, procurement, contracts and 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	Annual report (and 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
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)	Current and previous council year as a minimum	
Timetable of meetings	website and noticeboards	
Agendas of meetings	website and noticeboards	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	website (hardcopy available from clerk as there is not enough room on the noticeboards for these	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting	Minutes on website and Hardcopy on request	10p per sheet
Responses to consultation papers	Hardcopy	10p per sheet
Responses to planning applications	Hardcopy (also on WDBC website) and minutes on website	10p per sheet/free

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: Standing orders Code of Conduct current policies	website website website	
Privacy Policy	Website	
Publication Policy	Website	
Data protection policies	Website	
Schedule of charges (for the publication of information)	website	
Class 6 – Lists and Registers	Currently maintained lists and registers only	
Any publicly available register or list	Inspection only	
Assets register	website	
Register of members' interests	website	
Class 7 – The services we offer (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
Additional Information - Information that is not itemised in the lists above		

Contact details: Mrs Angela Braidwood, Clerk to Beaworthy Parish Council, Willowdene, Bratton Clovelly, EX20 4LB, Tel: 07990712484

beaworthyparishclerk@gmail.com   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
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
Photocopying @ 15p per sheet (colour)		Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	N/A	
Other	N/A	