

## Information available from Bishopstone Parish/Community Council

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Parish Times & Website	0
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish Times & Website	0
Location of main Council office and accessibility details	N/A –clerk works from home	0
<b>Staffing structure</b>	N/A Only 1 member of staff (Clerk)	0
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	On noticeboard, in newsletter annually	0
Finalised budget, Last year's budget and actual expenditure	Hard copy or email attachment by contacting the Clerk on 01793 791355 or eMAIL at lesley@tynash.com	£2 hardcopy, free via email

Precept	Hard copy or email attachment by contacting the Clerk on 01793 791355 or eMAIL at lesley@tynash.com	£2 hardcopy, free via email
Borrowing Approval letter	N/A	N/A
<b>Financial Standing Orders and Regulations: incorporated in Standing Orders and Annual Statement of Internal Financial Control</b>		
Grants given and received (note: none received)	Hard copy or email attachment by contacting the Clerk on 01793 791355 or eMAIL at lesley@tynash.com	£2 hardcopy, free via email
List of current contracts awarded, value of contract and re-tender dates	Hard copy or email attachment by contacting the Clerk on 01793 791355 or eMAIL at lesley@tynash.com	£2 hardcopy, free via email
Members' allowances and expenses : none paid		
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan	N/A (no parish plan currently)	
Annual Report to Parish or Community Meeting for current and previous year	Hard copy or email attachment by contacting the Clerk on 01793 791355 or eMAIL at	£2 hardcopy, free via email

	lesley@tynash.com	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b>		
Timetable of Council meeting and annual Parish Meeting	Parish Times & Website	0
Agendas of meetings (as above)	Noticeboard, Website & Hard copy or email attachment by contacting the Clerk on 01793 791355 or eMAIL at lesley@tynash.com	0
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Parish Times & Website	£2 hardcopy, free via email
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy or email attachment by contacting the Clerk on 01793 791355 or eMAIL at lesley@tynash.com	£2 hardcopy, free via email

Responses to consultation papers	Hard copy or email attachment by contacting the Clerk on 01793 791355 or eMAIL at <a href="mailto:lesley@tynash.com">lesley@tynash.com</a>	50p per page hardcopy, free via email
Responses to planning applications	Hard copy or email attachment by contacting the Clerk on 01793 791355 or eMAIL at <a href="mailto:lesley@tynash.com">lesley@tynash.com</a>	£2 hardcopy, free via email
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Hard copy or email attachment by contacting the Clerk on 01793 791355 or eMAIL at <a href="mailto:lesley@tynash.com">lesley@tynash.com</a>	£2 hardcopy, free via email
Code of Conduct		

<p><b>Policies and procedures for the provision of services and about the employment of staff:</b></p> <p><b>Internal policies relating to the delivery of services</b>  <b>Equality and diversity policy</b>  <b>Health and safety policy</b></p> <p><b>Recruitment policies (including current vacancies) : any vacancy arising will be publicly advertised</b>  <b>Policies and procedures for handling requests for information : covered by this document</b>  <b>Complaints procedures (including those covering requests for information and operating the publication scheme) : any formal complaints will be reported to the Parish council meeting and action minuted accordingly</b></p>	<p>N/A</p> <p>N/A  N/A  Hard copy or email attachment by contacting the Clerk on 01793 791355 or eMAIL at <a href="mailto:lesley@tynash.com">lesley@tynash.com</a></p> <p>N/A</p>	<p>£2  hardcopy,  free via  email</p>
<p><b>Information security policy</b></p>		
<p>Records management policies : all records maintained in Archive Room</p>		
<p><b>Data protection policies</b></p>		
<p>None as such. The Council will comply with statutory requirements.</p>		

<b>Class 6 – Lists and Registers</b>		
Assets Register	Hard copy or email attachment by contacting the Clerk on 01793 791355 or eMAIL at lesley@tynash.com	£2 hardcopy, free via email
Register of members' interests	Hard copy only by contacting the Clerk on 01793 791355 or eMAIL at lesley@tynash.com	50p per page
Register of gifts and hospitality	Hard copy or email attachment by contacting the Clerk on 01793 791355 or eMAIL at lesley@tynash.com	50p per page
<b>Class 7 – The services we offer</b>		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls : the council is the lessee of Hinton Parva Village Hall	Hardcopy via Clerk	£2.00
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Details via the Clerk on 01793 791355 or eMAIL at	0

	lesley@tynash.com	
Bus shelters	Details via the Clerk on 01793 791355 or eMAIL at lesley@tynash.com	0
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Fees charged for services	N/A	
<b>Additional Information</b>		

### Contact details:

#### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 50p per sheet (black & white)	Actual cost
	Photocopying @ £1 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>		None

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