

## Information available from Earls Barton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	<a href="http://www.earlsbarton.gov.uk">www.earlsbarton.gov.uk</a>	free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Rosemary Smart Clerk to the Council 83 Dowthorpe Hill Earls Barton Northampton NN6 0PY Tel – 01604 812850 Email – <a href="mailto:theclerk@earlsbarton.gov.uk">theclerk@earlsbarton.gov.uk</a> Contact details for other members can be obtained from the website or by contacting the Clerk</p>	free

Location of main Council office and accessibility details	Personal meetings arranged with prior notice via the Clerk	
Staffing structure	Clerk and Registrar answerable to the Chair, Vice Chair and Earls Barton Parish Council	
<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)  Current and previous financial year as a minimum	(hard copy, email and/or website)	Cost relates to hard copy – Email free
Annual return form and report by auditor	Hard copy – contact the Clerk	10p per sheet
Finalised budget	Hard copy or via email – contact the Clerk	10p per sheet
Precept	Hard copy or via email – contact the Clerk	10p per sheet
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Hard copy or via email – contact the Clerk	10p per sheet
Grants given and received	Hard copy or via email – contact the Clerk	10p per sheet
List of current contracts awarded and value of contract	Hard copy or via email – contact the Clerk	10p per sheet
Members' allowances and expenses	n/a	

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	n/a	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Minutes of Annual Parish Meeting Barton Today/The Tower – May edition Website Hard copy – contact the Clerk	Free  Free 10p per sheet
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)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact the Clerk	Free 10p per sheet
Agendas of meetings (as above)	Village notice board Hard copy – contact the Clerk	Free 10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	In Barton Today/Tower – edition following meeting Website	Free  Free

	Hard copy – contact the Clerk	10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact the Clerk	10p per sheet
Responses to consultation papers	Hard copy – contact the Clerk	10p per sheet
Responses to planning applications	Borough Council of Wellingborough website Hard copy – contact the Clerk	Free 10p per sheet
Bye-laws	Hard copy – contact the Clerk	10p per sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(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	Hard copy – contact the Clerk	10p per sheet

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services          Equality and diversity policy          Health and safety policy          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)</p>	Hard copy – contact the Clerk	10p per sheet
Information security policy	Hard copy – contact the Clerk	10p per sheet
Records management policies (records retention, destruction and archive)	Hard copy – contact the Clerk	10p per sheet
Data protection policies	Hard copy – contact the Clerk	10p per sheet
Schedule of charges (for the publication of information)	Hard copy – contact the Clerk	10p per sheet
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection by prior appointment – Searches over 2 hours or certified extraction from Cemetery Registrar	£16

Assets Register	Hard copy or email – contact the Clerk	10p per sheet-hc
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	n/a	
Register of members' interests	Minutes on website or in Barton Today/Tower Hard copy – contact the Clerk	Free 10p per sheet
Register of gifts and hospitality	n/a	
<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)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Hard copy – contact the Clerk	10p per sheet
Burial grounds and closed churchyards	Inspection by prior appointment – searches over 2 hours or certified extract from Cemetery Register	£16
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	Hard copy – contact the Clerk	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact the Clerk	10p per sheet
Bus shelters	Hard copy – contact the	10p per

	Clerk	sheet
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy – contact the Clerk	10p per sheet
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**Rosemary Smart – Clerk to the Council**

**83 Dowthorpe Hill**

**Earls Barton**

**Northampton**

**NN6 0PY**

**Tel – 01604 812850**

**Email – [theclerk@earlsbarton.gov.uk](mailto:theclerk@earlsbarton.gov.uk)**

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority