

## Information available from Bar Hill Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>NB Councils should already be publishing as much information as possible about how they can be contacted</p>	(hard copy and/or website)	Free
Who's who on the Council and Committees	(Hard copy and/or website)	Free
Contact details of Parish Clerk and Council members (named contacts where possible with email addresses)	(Hard copy and/or website)	Free
Location of main Council office and accessibility details	(Hard copy and/or website)	Free
Staffing structure	(Hard copy and/or website)	Free
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contract and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(Hard Copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Annual return for and report by auditor	(Hard Copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Finalised Budget	(Hard Copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Grants given and received	(Hard copy and/or website)	Photocopying @ 0.10p per sheet

		(black & white)
List of current contracts awarded and value of contract	(Some information may only be available by inspection)	
Members allowances and expenses	(some information may only be available by inspection)	
<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)	Photocopying @ 0.10p per sheet (black & white)
Annual report to Parish meeting (current and previous year as a minimum)	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	Photocopying @ 0.10p per sheet (black & white)
Timetable of meetings (Council, any committee or sub-committee and parish meetings)	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Agenda of meetings (as above)	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Minutes of meetings (as above) NB this will exclude information that is properly regarded as private to the meeting.	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
<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 and/or website)	Photocopying @ 0.10p per sheet (black & white)
Policies and procedures for the conduct of council business  Procedural standing orders Committee and subcommittee terms of reference	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)

Code of Conduct Policy statements		
Policies and procedures for the provision of services and about employment of staff  Equality and diversity policies Health and Safety policy Policies and procedures for handling requests for information Complaints procedures	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
<b>Class 6 - Information Security Policy</b>		
Records management policies (records retention, destruction and archive)	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Data protection policies	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Assets Register	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Register of members interests	(some information may only be available by inspection)	
<b>Class 7 – The services we offer</b> Information about the services we offer including leaflets, guidance and newsletters) Current information only	(hard copy or website; some information may only be available by inspection only)	Photocopying @ 0.10p per sheet (black & white)
Parks, playing fields and recreational facilities	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Seating	(hard copy and/or website)	Photocopying @ 0.10p per sheet

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