

Information available from Bicknoller Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
➤ Who's who on the Parish Council and Job/Area Responsibilities	Via PC notice boards and website	N/A
➤ Contact details for Parish Clerk and Council members		
Class 2 – What we spend and how we spend it		
➤ Annual return form and report by auditor	On application to the Parish Clerk	10p per A4 SHEET
➤ Finalised budget		
➤ Precept		
➤ Financial Standing Orders and Regulations		
➤ Grants given and received		
➤ Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing		
➤ Annual Report to Parish or Community Meeting	Via PC notice boards and website	N/A
Class 4 – How we make decisions		
➤ Timetable of meetings (Council and Annual Parish Conference)	Via PC notice boards and website	N/A
➤ Agendas of meetings (as above)		
➤ Minutes of meetings (as above)		
➤ Reports presented to council meetings	On application to Clerk	10p / A4 SHEET
➤ Publication of planning applications received	Via PC notice boards and website	N/A
➤ Responses to planning applications		
➤ Bye-laws	On application to Clerk	10p / A4 SHEET

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Class 5 — Our policies and procedures		
➤ Standing Orders	On application to Clerk	10p / A4 SHEET
➤ Sub-committee & Working Party terms of reference	Via minutes on PC notice boards & website	N/A
➤ Code of Conduct	On application to Clerk	10p/A4 SHEET
➤ Policies and procedures for handling requests for information		
➤ Complaints procedures		
➤ Records management policies (records retention, destruction and archive)		
➤ Schedule of charges (for the publication of information)		
Class 6 — Lists and Registers		
➤ Assets Register	On application to Clerk	10p/A4 SHEET
➤ Register of members' interests		
➤ Register of gifts and hospitality		
Class 7 — The services we offer		
➤ Seating	By inspection	N/A
➤ Bus shelters	By inspection	N/A