

## Information available from Bekesbourne-with-Patrixbourne Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard copy – contact clerk	Free 10 pence
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact clerk	Free 10 pence
<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 and/or website)	
Annual return form and report by auditor	Hard copy – contact clerk	60 pence
Finalised budget	Hard copy – contact clerk	20 pence
Precept	Hard copy – contact clerk	10p/sheet
Financial Standing Orders and Regulations	Hard copy – contact clerk	10p/sheet
Grants given and received	Hard copy – contact clerk	10p/sheet
List of current contracts awarded and value of contract	Hard copy – contact clerk	10p/sheet
Members' allowances and expenses	Hard copy – contact clerk	10p/sheet
<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)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – contact clerk	10p/sheet
Local charters drawn up in accordance with DCLG guidelines	Hard copy – contact clerk	10p/sheet

<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)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact clerk	Free 10p/sheet
Agendas of meetings (as above)	Hard copy – contact clerk	10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact clerk	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact clerk	10p/sheet
Responses to consultation papers	Hard copy – contact clerk	10p/sheet
Responses to planning applications	Hard copy – contact clerk	10p/sheet
Bye-laws	Hard copy – contact clerk	10p/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 Delegated authority in respect of officers Code of Conduct	Hard copy – contact clerk	10p/sheet
Schedule of charges ( for the publication of information)	Website Hard copy – contact clerk	Free 60pence
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(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)	Hard copy – contact clerk to inspect only	N/A
Assets Register	Hard copy – contact clerk	10p/sheet

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)	Hard copy – contact clerk	10p/sheet
<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 clerk	10p/sheet
Burial grounds and closed churchyards	Hard copy – contact clerk	10p/sheet
Community centres and village halls	Hard copy – contact clerk	10p/sheet
Parks, playing fields and recreational facilities	Hard copy – contact clerk	10p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact clerk	10p/sheet

**Contact details:**

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**SCHEDULE OF CHARGES**

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority