



The Beaudesert & Henley-in-Arden Joint Parish Council

Information available from Beaudesert & Henley in Arden Joint Parish Council under the model publication scheme

Approved at the JPC Meeting 16th September 2019

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Website – www.henley-in-arden-pc.gov.uk or from Parish Clerk 01926 814491 Email: clerk@henley-in-arden-pc.gov.uk	Free
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Website	Free

Class 2 – What we spend and how we spend it (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	25p per A4 page
Finalised budget	Hard copy – contact Clerk	25p per A4 page
Precept	Hard copy – contact Clerk	25p per A4 page
Financial Standing Orders and Regulations	Website or hard copy – contact Clerk	25p per A4 page
List of Community Grants awarded by the JPC	Website or hard copy – contact Clerk	25p per A4 page
List of current contracts awarded and value of contract	Website or hard copy – contact Clerk	25p per A4 page
Members' allowances and expenses	Website or hard copy – contact Clerk	25p per A4 page
Class 3 – What our priorities are and how we are doing (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)	Website or hard copy – contact Clerk	25p per A4 page
Beaudesert & Henley in Arden Neighbourhood Development Plan – Draft Form	Website or hard copy – contact Clerk	25p per A4 page

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website or hard copy – contact Clerk	25p per A4 page
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website or hard copy – contact Clerk	25p per A4 page
Agendas of meetings (as above)	Website or hard copy – contact Clerk	25p per A4 page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website or hard copy – contact Clerk	25p per A4 page
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website or hard copy – contact Clerk	25p per A4 page
Responses to consultation papers	Website or hard copy – contact Clerk	25p per A4 page
Responses to planning applications	SDC Website or JPC minutes on JPC website	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website or hard copy – contact Clerk	25p per A4 page
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	Website or hard copy – contact Clerk	25p per A4 page

Policy statements		
Records management policies (records retention, destruction and archive)	Website or hard copy – contact Clerk	25p per A4 page
Data protection policies	Website or hard copy – contact Clerk	25p per A4 page
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	25p per A4 page
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	(hard copy or website; some information may only be available by inspection)	25p per A4 page
Assets Register	(hard copy or website; some information may only be available by inspection)	25p per A4 page
Register of members' interests	SDC website/hard copy https://democracy.stratford.gov.uk/mgParishCouncilDetails.aspx?ID=243&LS=4	
Class 7 – The services we offer (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	Website or contact Clerk	

Parks, playing fields and recreational facilities	Contact Clerk	
Seating, litter bins/grit bins, clocks, memorials and lighting	Contact Clerk	
Bus shelters	Contact Clerk	
Public conveniences	Contact Clerk	
Additional Information : This provides Councils with the opportunity to publish information that is not itemised in the lists above	Contact Clerk	

- Existing electronic copies of information will be provided free of charge on request to the Clerk if they are not readily available on the JPC website.

Contact details:

**Gill Peacock
Parish Clerk
Joseph Hardy House
150 High Street
Henley in Arden
B95 5BS**

Tel: 01926 814491

Email : clerk@henley-in-arden-pc.gov.uk

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 25p per sheet (black & white)	Actual cost *
	Photocopying @ 25p per sheet (colour)	Actual cost
	Postage – cost of Royal Mail standard 1 st Class	Actual cost of Royal Mail standard 1 st class dependant on size and quantity required