



Information available from Badger Farm Parish Council under the Publication Scheme

Information to be published	How the information can be obtained	Cost
<p><i>Class 1 – Who are we and what we do</i> Organisational information, structures, locations and contacts (This will be current information only)</p>	<p>Website and/or Hard copy.</p>	
<p>Who's who on the Council and its Committees</p>	<p>Website, newsletter, noticeboards. Hard copy from the Council office.</p>	<p>Free 10p/A4 sheet</p>
<p>Contact details for Clerk and Council members with telephone number and email address</p>	<p>Website, newsletter, noticeboards. Hard copy from the Council office.</p>	<p>As above</p>
<p>Location of main Council office and accessibility details</p>	<p>Website, newsletter, noticeboards Hard copy from the Council office</p>	<p>Free</p>
<p>Staffing structure</p>	<p>Website Hard copy from the Council office</p>	<p>Free 10p/A4 sheet</p>
<p><i>Class 2 – What we spend and how we spend it</i> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>	<p>Website and/or Hard copy</p>	



BADGER FARM
Parish Council

Annual return form and report by auditor	Website Hard copy from the Council office	Free 10p/A4 sheet
Grants given and received	Hard copy from the Council office	10p/A4 sheet
List of current contracts awarded and value of contract	Hard copy from the Council office	10p/A4 sheet
Members' allowances and expenses	Hard copy from the Council office	10p/A4 sheet
<i>Class 3 – What our priorities are and how we are doing</i> (Strategies and plans, performance indicators, audits, inspections and reviews)	<i>Website and/or hard copy</i>	
Annual Report to Annual Parish Meeting	Hard copy from the Council office	10p/A4 sheet
<i>Class 4 – How we make decisions</i> (Decision making processes and records of decisions)	Website and/or Hard copy	
Timetable of meetings (Council and committee meetings)	Website Hard copy from Council office	Free 10p/A4 sheet



BADGER FARM
Parish Council

<p>Agendas of meetings (as above) Minutes of meetings (as above) - this will exclude information that is properly regarded as private to the meeting</p>	<p>Website Hard copy from Council office</p>	<p>Free 10p/A4 sheet</p>
<p>Reports presented to Council and Committee meetings – this will exclude information that is properly regarded as private to the meeting Responses to consultation papers</p>	<p>Hard copy from the Council office</p>	<p>10p/A4 sheet</p>
<p>Responses to planning applications</p>	<p>Website Hard copy from Council office</p>	<p>Free 10p/A4 sheet</p>
<p><i>Class 5 – Our Policies and Procedures</i> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	<p>Website and/or Hard copy</p>	
<p>Policies and procedures for the conduct of Council business: Procedural Standing Orders Committee and sub-committee Terms of Reference Code of Conduct Policy and Protocol statements</p>	<p>Website Hard copy from the Council office</p>	<p>Free 10p/A4 sheet</p>



BADGER FARM
Parish Council

<p>Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services including</p> <ul style="list-style-type: none"> • Equal Opportunities Policy • Health and Safety Policy • Safer Recruitment Policy (including current vacancies) 	<p>Website Hard copy from the Council office</p>	<p>Free 10p/A4 sheet</p>
<p>Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Records management policies (records retention, destruction and archive) Data Protection Policy Schedule of charges (for the publication of information)</p>	<p>Website Hard copy from the Council office</p>	<p>Free 10p/A4 sheet</p>
<p><i>Class 6 – Lists and Registers</i> Currently maintained lists and registers only</p>	<p>Website and/or Hard copy</p>	
<p>Assets Register Register of members’ interests Register of gifts and hospitality</p>	<p>Website Hard copy from the Council office</p>	<p>Free 10p/A4 sheet</p>
<p><i>Class 7 – The services we offer</i> Current information only</p>	<p>Website and/or Hard copy</p>	



Contact details:

Website Address: www.badgerfarm-pc.gov.uk

Requests for hard copies can be made to - The Parish Clerk, Badger Farm Parish Council, c/o BF Community Centre, Badger Farm Road, Winchester, Hampshire. SO22 4QB

Telephone: 01425 656010 email: clerk@badgerfarm-p.c.gov.uk

SCHEDULE OF CHARGES

Publication Scheme



where a charge is applied for the provision of information, these will be reviewed on an annual basis. Applicants should contact the Parish Council for current figures.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Freedom of Information Act	For information which costs the Parish Council less than £450 to collate there will be no charge in addition to the disbursements referred to above.	

Date effective from:	11 th February, 2019
Last review date:	11 th May, 2020
Next review:	May, 2024