# Information available from Bournheath Parish Council under the model publication scheme

**Website: www.bournheath-pc.gov.uk or email: clerk@bournheath-pc.gov.uk**

| **Information to be published**<br>**The information listed can be obtained via the parish website, requested via email, or printed.**<br>**All charges for paper copies are listed at the end of the document, including any further charges.** | **Paper copy** | **Website** | **Email** |
|---|---|---|---|
| **Class 1 - Who we are and what we do**<br>(Organisational information, structures, locations and contacts) This will be current information only. | | | |
| Who's who on the Council | ✓ | ✓ | ✓ |
| Contact details for Parish Clerk and Council members | ✓ | ✓ | ✓ |
| **Class 2 – What we spend and how we spend it**<br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum | | | |
| Annual return form and report by auditor | ✓ | ✓ | ✓ |
| Finalised budget | ✓ | ✓ | ✓ |
| Precept | ✓ | ✓ | ✓ |
| Financial Standing Orders and Regulations | ✓ | ✓ | ✓ |
| Grants given and received | ✓ | ✓ | ✓ |
| List of current contracts awarded and value of contract | ✓ | | ✓ |
| Members' allowances and expenses | ✓ | | ✓ |
| **Class 3 – What our priorities are and how we are doing**<br>(Strategies and plans, performance indicators, audits, inspections, and reviews) | | | |
| Annual Report to Parish Meeting/Newsletters (current and previous year as a minimum) | ✓ | ✓ | ✓ |

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| **Class 4 – How we make decisions**<br>(Decision making processes & records of decisions) Current and previous council year as a minimum. | | | |
| Timetable of meetings (Council, any committee/sub-committee meetings, and parish meetings) | ✓ | ✓ | ✓ |
| Agendas of Parish Council meetings | ✓ | ✓ | ✓ |
| Minutes of Parish Council meetings<br>NB this will exclude information that is properly regarded as private to the meeting. | ✓ | ✓ | ✓ |
| Reports presented to council meetings<br>NB this will exclude information that is properly regarded as private to the meeting. | ✓ | ✓ | ✓ |
| Responses to consultation papers (shown in minutes) | ✓ | ✓ | ✓ |
| Responses to planning applications (shown in minutes) | ✓ | ✓ | ✓ |
| **Class 5 – Our policies and procedures**<br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only | | | |
| Policies and procedures for the conduct of council business (listed on next page) | ✓ | ✓ | ✓ |
| Financial Regulations | | | |
| Standing Orders | ✓ | ✓ | ✓ |
| Delegated authority in respect of officers (Scheme of Delegation) | ✓ | ✓ | ✓ |
| Members' Code of Conduct | ✓ | ✓ | ✓ |
| **Class 5 – Our policies and procedures**<br>**List of policies:** | | | |
| Complaints procedure | ✓ | ✓ | ✓ |

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|---|---|---|---|
| Risk management policy | | | |
| Staff recruitment policy | | | |
| Recording meetings policy | | | |
| Grants and donations policy | ✓ | ✓ | ✓ |
| Press and Media policy | ✓ | ✓ | ✓ |
| Social Media policy | | | |
| Information security policy, Data Protection Policy, and procedures for handling requests for information | ✓ | ✓ | ✓ |
| **Class 6 – Lists and Registers**<br>Currently maintained lists and registers only | | | |
| Assets Register | ✓ | ✓ | ✓ |
| Register of members' interests (link provided to District Council) | ✓ | ✓ | ✓ |
| Register of gifts and hospitality | ✓ | | |
| **Class 7 – The services we offer**<br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br>Current information only | | | |
| The Parish Council currently has no responsibility for any of the following possible undertakings:<br>Allotments, burial grounds and closed churchyards, community centres and village halls, parks, playing fields and recreational facilities, litter bins, clocks, memorials and lighting, bus shelters, markets, public conveniences. | | | |
| The Parish Council does have responsibility for: highways seating, grass cutting, dog waste bag dispenser, notice boards, 2 defibrillators, Christmas tree lighting | ✓ | ✓ | ✓ |
| Agency agreements: Lengthsman Service via Worcestershire County Council | ✓ | | ✓ |
| Newsletters | ✓ | ✓ | ✓ |

## SCHEDULE OF CHARGES as at April 2026

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|---|---|---|
| Disbursement cost | Photocopying @ 25p per sheet (b/w) up to 20 copies | Actual cost |
| | Photocopying @ 35p per sheet (colour) up to 20 copies | Actual cost |
| | Photocopying @ 25p per sheet (b/w) + £6 for more than 20 copies | Actual cost |
| | Photocopying @ 35p per sheet (colour) + £6 for more than 20 copies | Actual cost |
| | Postage | Actual cost of Royal Mail standard 2nd class |
| Statutory Fee | As applicable | As per relevant legislation |