

## FREEDOM OF INFORMATION – PUBLICATION SCHEME

Bingham Town Council has adopted the model publication scheme for public authorities, which has been prepared and approved by the Information Commission.

Information to be published	How the information can be obtained
<b>Class 1 – Who we are and what we do</b>	
Parish Councillors names and contact details	Hard copy/electronic Displayed on Parish notice board/Parish magazine
Parish Clerk contact details	Hard copy/electronic Displayed on Parish notice board/Parish magazine
Committee membership	Hard copy/electronic Displayed on Parish notice board
Parish Office address and opening times	Hard copy/electronic Displayed on Parish notice board
Staffing structure	Hard copy/electronic
<b>Class 2 – What we spend and how we spend it</b>	
<i>Note: Limited to the last financial year</i>	
Annual return form	Hard copy
Financial regulations	Hard copy/electronic
Receipt book	Hard copy
Cash book	Hard copy
VAT records	Hard copy/electronic
Finalised budget	Hard copy/electronic
Precept request	Hard copy
Grants given and received	Hard copy/electronic
<b>Class 3 – What our priorities are and how we are doing</b>	
Annual statutory report (internal/external auditor)	Hard copy
Financial performance against budget (monthly)	Hard copy/electronic
Annual report to Parish (current year)	Hard copy/electronic

<b>Class 4 – How we make decisions</b>	
Timetable of meetings	Hard copy/electronic
Meeting agendas	Hard copy/electronic Displayed on Parish notice board
Minutes of meetings	Hard copy/electronic Displayed on Parish notice board
Reports presented to Council meetings	Hard copy/electronic
Responses to consultation papers	Hard copy/electronic
Responses to planning applications	Hard copy/electronic
<b>Class 5 – Our policies and procedures</b>	
Procedural standing orders	Hard copy/electronic
Committee terms of reference	Hard copy/electronic
Code of conduct for members	Hard copy/electronic
Disciplinary procedure (staff)	Hard copy/electronic
Grievance procedure (staff)	Hard copy/electronic
Complaints Policy	Hard copy/electronic
Risk Management Policy	Hard copy/electronic
<b>Class 6 – List and registers</b>	
Assets register	Hard copy/electronic
Register of members interests	Hard copy/electronic
Register of risks	Hard copy/electronic
<b>Class 7 - Our services</b>	
Allotments – sample tenancy agreement	Hard copy
Play Areas– Rospa report (current year only)	Hard copy
Burial Grounds – charges for cemetery and garden of rest (current year only)	Hard copy/electronic Displayed on Parish notice board
Leases :	
Butt Field Sports Area	Hard copy
Town Pavilion Site	Hard copy

### **Schedule of Charges**

Photocopies of any of the above documents can be provided at a cost of 5p per A4sheet (actual cost). Postage will be charged at the actual cost of Royal Mail standard 2<sup>nd</sup> class.

*Alternatively, the documents are available for inspection by appointment with:*

Joanne Riddle, Town Clerk, Old Court House, Church Street, Bingham, Nottingham, NG13 8AL

Telephone: 01949 831445

E-mail: info@bingham-tc.org.uk