



BILSTHORPE PARISH COUNCIL

Information available from Bilsthorne Parish Council under the ICO model publication scheme

Information on the website is free of charge.

<https://www.hugofox.com/community/bilsthorne-parish-council-13751/home>

All paper copies are charged at 10p per sheet plus postage if applicable.

Information to be published	How the information can be obtained
Who we are and what we do (Organisational information, structures, locations and contacts)	Can be viewed via the following: <ol style="list-style-type: none"> 1. On the Parish council's website <u>Bilsthorne Parish Council</u> 2. Email at mailto:clerkbpc@hotmail.com 3. By prior arrangement with the Clerk by telephoning 07856 680740
Who's who on the Council and its Committees	Can be viewed via the following: <ol style="list-style-type: none"> 1. On the Parish council's website <u>Bilsthorne Parish Council</u> 2. Email at mailto:clerkbpc@hotmail.com 3. By prior arrangement with the Clerk by telephoning 07856 680740
Contact details for Parish Clerk and Council members	As above
Location of main Council office and accessibility details	Currently Not held
Staffing structure	Currently Not held
What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Can be viewed via the following: <ol style="list-style-type: none"> 1. On the Parish council's website <u>Bilsthorne Parish Council</u> 2. Email at mailto:clerkbpc@hotmail.com 3. By prior arrangement with the Clerk by telephoning 07856 680740
Statement of accounts and internal audit report in the format included in the Annual Return form	As above
Finalised budget & precept	As above
List of current contracts awarded and value of contract	Not held
Members' allowances and expenses	Not applicable
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	If held, can be viewed via the following: <ol style="list-style-type: none"> 1. 1 On the Parish council's website <u>Bilsthorne Parish Council</u> 2. Email at mailto:clerkbpc@hotmail.com 3. By prior arrangement with the Clerk by telephoning 07856 680740

Annual governance statement in format included in the Annual Return form	As above
Parish Plan	Not held
Annual Report to Parish or Community Meeting	Can be viewed via the following: <ol style="list-style-type: none"> 1. On the Parish council's website Bilsthorpe Parish Council 2. Email at mailto:clerkbpc@hotmail.com 3. By prior arrangement with the Clerk by telephoning 07856 680740
Quality status	Not held
Local charters drawn up in accordance with DLUHC's guidelines	Not held
How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Can be viewed via the following <ol style="list-style-type: none"> 1. On the Parish council's website Bilsthorpe Parish Council 2. Email at mailto:clerkbpc@hotmail.com 3. By prior arrangement with the Clerk by telephoning 07856 680740
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	As above
Agendas of meetings (as above)	As above, plus the current agenda is posted in the parish noticeboard
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Can be viewed via the following <ol style="list-style-type: none"> 1. On the Parish council's website Bilsthorpe Parish Council 2. Email at mailto:clerkbpc@hotmail.com 3. By prior arrangement with the Clerk by telephoning 07856 680740
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Can be viewed via the following: <ol style="list-style-type: none"> 1. Email at mailto:clerkbpc@hotmail.com 2. By prior arrangement with the Clerk by telephoning 07856 680740
Responses to consultation papers	As above
Responses to planning applications	As above, plus on the NSDC planning portal
Bye-laws	Not held
Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Can be viewed via the following: <ol style="list-style-type: none"> 1. On the Parish council's website Bilsthorpe Parish Council 2. Email at mailto:clerkbpc@hotmail.com 3. By prior arrangement with the Clerk by telephoning 07856 680740

<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Delegated authority in respect of officers • Code of Conduct • Policy statements 	As above
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>Where held, can be viewed via the following:</p> <ol style="list-style-type: none"> 1. Email at Clerkbpc@hotmail.com 2. By prior arrangement with the Clerk by telephoning 07856 680740
<p>Lists and Registers Currently maintained lists and registers only.</p>	<p>Where held, can be viewed via the following:</p> <ol style="list-style-type: none"> 3. Email at mailto:clerkbpc@hotmail.com 4. By prior arrangement with the Clerk by telephoning 07856 680740
Assets register, including details of public land and building assets	<p>Can be viewed via the following:</p> <ol style="list-style-type: none"> 5. Email at mailto:clerkbpc@hotmail.com 6. By prior arrangement with the Clerk by telephoning 07856 680740
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Not held
Register of members' interests	<p>Can be viewed via the following:</p> <ol style="list-style-type: none"> 1. On the website https://www.newark-sherwooddc.gov.uk/parishcouncils/register-of-interests-for-parish-councillors/ 2. Email at Clerkbpc@hotmail.com 3. By prior arrangement with the Clerk by telephoning 07856 680740
Register of gifts and hospitality	<p>Can be viewed via the following:</p> <ol style="list-style-type: none"> 1. Email at mailto:clerkbpc@hotmail.com 2. By prior arrangement with the Clerk by telephoning 07856 680740
<p>The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Can be viewed via the following:</p> <ol style="list-style-type: none"> 1. On the Parish council's website Bilthorpe Parish Council 2. Email at mailto:clerkbpc@hotmail.com 3. By prior arrangement with the Clerk by telephoning 07856 680740
Allotments	Not held
Burial grounds and closed churchyards	Not held

Community centres and village halls	Can be viewed via the following: 1. On the Parish council's website Bilsthorpe Parish Council 2. Email at mailto:clerkbpc@hotmail.com 3. By prior arrangement with the Clerk by telephoning 07856 680740
Parks, playing fields and recreational facilities	As above
Seating, litter bins, clocks, memorials and lighting	As above
Bus shelters	Not held
Markets	Not held
Public conveniences	Not held
Agency agreements	Not held
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Not held

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying and printing @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the authority

Classes of information that are exempt

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act
- Information in draft form
- Information that is no longer available as it is contained in files that have been placed in archive storage, or are difficult to access for similar reasons