

# Blawith and Subberthwaite Parish Council Publication Scheme

(how information held can be obtained by members of the public)

- C** on application to the clerk  
**N** displayed on Parish notice boards  
**P** published in the Parish Magazine  
**W** on the Parish Council's pages at [www.bspc.btck.co.uk](http://www.bspc.btck.co.uk)

Information	Obtainable from	Cost
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	<b>N W</b>	<b>Free</b>
Contact details for Parish Clerk and Council members	<b>N W (Clerk P)<sup>1</sup></b>	<b>Free</b>
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	<b>C W</b>	
Finalised budget	<b>C</b>	
Precept	<b>C W</b>	<b>Free</b>
Financial Standing Orders and Regulations	<b>C W</b>	
Grants given and received	<b>C P W</b>	
List of current contracts awarded and value of contract		
Members' expenses	<b>C W</b>	
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Report to Parish	<b>P(Summary) C W</b>	<b>Free</b>
<b>Class 4 – How we make decisions</b>		
Timetable of meetings	<b>N W</b>	<b>Free</b>
Agendas of meetings	<b>N W</b>	<b>Free</b>
Minutes of meetings	<b>P(Summary) C W</b>	
Reports presented to council meetings	<b>C W</b>	
Responses to consultation papers	<b>W</b>	<b>Free</b>
Responses to planning applications	<b>C P W</b>	
<b>Class 5 – Our policies and procedures</b>		
Procedural standing orders	<b>C W</b>	
Code of Conduct	<b>C</b>	
Schedule of charges for the publication of information	<b>C W N</b>	
<b>Class 6 – Lists and Registers</b>		
Register of members' interests	<b>C</b>	<b>Free</b>
Register of gifts and hospitality	<b>C</b>	<b>Free</b>
<b>Class 7 – The services we offer</b>		
Closed churchyard	<b>C P W</b>	
Website	<b>P W</b>	<b>Free</b>

**Charges:** Except where shown as **Free**, access to information from the Clerk will be charged after the first half hour at an hourly rate based on the clerk's current salary. (Details available from the Clerk).