

BINGLEY TOWN COUNCIL



Bingley Town Council, The Hub, Myrtle Place, Bingley, BD16 2LF

Information available from Bingley Town Council under the model publication scheme

Reviewed: 28th May 2024

Next review: May 2025

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Website www.bingleytowncouncil.gov.uk Clerk e-mail address townclerk@bingleytowncouncil.gov.uk	Free
Who's who on the Council and its Committees Full Council	Website Newsletter/Annual Report Hard copy - contact the clerk	Free Free 10p/20p per sheet
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy - contact the Clerk	Free 10p/20p per sheet
Location of main council office and accessibility details	Website Hard copy - contact the Clerk	Free 10p/20p per sheet

Information to be published	How the information can be obtained	Cost
Staffing structure	Website Hard copy - contact the Clerk	Free 10p/20p per sheet
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website Hard copy - contact the Clerk	Free 10p/20p per sheet
Annual return form and report by auditor	Website Hard copy - contact the Clerk	Free 10p/20p per sheet
Finalised budget	Website Hard copy - contact the Clerk	Free 10p/20p per sheet
Precept	Website Hard copy - contact the Clerk	Free 10p/20p per sheet
Borrowing Approval letter	Hard copy - contact the Clerk	10p/20p per sheet
Financial Standing Orders and Regulations	Website Hard copy - contact the Clerk	Free 10p/20p per sheet

Information to be published	How the information can be obtained	Cost
Grants given and received	Website - contained in Finance and General Purposes Committee minutes Electronic monthly mailings Newsletter/Annual Report Hard copy - contact the Clerk	Free Free Free 10p/20p per sheet
List of current contracts awarded and value of contract	Website Hard copy- contact the Clerk	Free 10p/20p per sheet
Members' allowances and expenses	Website – on monthly schedule of payments Hard copy - contact the Clerk No allowance. Expenses.	Free 10p/20p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Website Hard copy - contact the Clerk	 10p/20p per sheet
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	N/A	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	Charter with BMDC. Hard copy - contact the Clerk	10p/20p per sheet

Information to be published	How the information can be obtained	Cost
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Website - contained in minutes Hard copy- contact the Clerk Contained in minutes</p>	<p>Free 10p/20p per sheet</p>
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>Website – Events Calendar and other information Newsletter/Annual Report Notice-board Hard copy - contact the Clerk</p>	<p>Free Free Free 10p/20p per sheet</p>
<p>Agendas of meetings (as above)</p>	<p>Website Hard copy - contact the Clerk</p>	<p>Free 10p/20p per sheet</p>
<p>Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website Hard copy - contact the Clerk</p>	<p>Free 10p/20p per sheet</p>
<p>Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website Hard copy- contact the Clerk</p>	<p>Free 10p/20p per sheet</p>
<p>Responses to consultation papers</p>	<p>Website – contained in minutes Hard copy - contact the Clerk</p>	<p>Free 10p/20p per sheet</p>

Information to be published	How the information can be obtained	Cost
Responses to planning applications	Website (Planning Committee minutes) Hard copy – contact the Clerk	Free 10p/20p per sheet
Bye-laws	N/A	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Website</p> <p>Hard copy - contact the Clerk</p>	<p>Free</p> <p>10p/20p per sheet</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website</p> <p>Hard copy - contact the Clerk</p>	<p>Free</p> <p>10p/20p per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services Equality and Diversity Policy Health and Safety Policy Recruitment policies (including current vacancies)</p>	<p>Website</p> <p>Hard copy - contact the Clerk</p>	<p>Free</p> <p>10p/20p per sheet</p>

Information to be published	How the information can be obtained	Cost
Policies and procedures for handling requests for information Complaints Procedures (including those covering requests for information and operating the publication scheme)		
Information Security Policy	Website Hard copy - contact the Clerk	Free 10p/20p per sheet
Records management policies (records retention, destruction and archive)	Website Hard copy - contact the Clerk	Free 10p/20p per sheet
Data protection policies	Website Hard copy - contact the Clerk	Free 10p/20p per sheet
Schedule of charges (for the publication of information)	Website Hard copy - contact the Clerk	Free 10p/20p per sheet
Complaints Policy	Website Hard copy- contact the Clerk	Free 10/20p sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	Website Hard copy - contact the Clerk (some information may only be available by inspection)	Free 10p/20p per sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances, existing access provisions will suffice)	Where applicable, hardcopy – contact the Clerk	10p/20p per sheet
Assets Register	Website	Free

Information to be published	How the information can be obtained	Cost
	Hard copy - contact the Clerk	10p/20p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	None	
Register of members' interests	Website Hard copy - contact the Clerk	Free 10p/20p per sheet
Register of gifts and hospitality	N/A	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Website Hard copy- contact the clerk (some information may only be available by inspection)	
Allotments	Contact the Clerk to receive emailed information Hard copy	Free 10p/20p per sheet
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting Xmas lighting Floral displays	Website Hard copy - contact the Clerk	Free 10p/20p per sheet
Bus shelters	N/A	

Information to be published	How the information can be obtained	Cost
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy - contact the Clerk (currently only the allotments)	10p/20p per sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Newsletter/Annual Report	Website Hard copy - contact the Clerk	Free 10p/20p per sheet

Contact details:

Eve Haskins, Town Clerk
 Bingley Town Council
 The Hub
 Myrtle Place
 Bingley
 BD16 2LF
 Tel: 07529 222679
 townclerk@bingleytowncouncil.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority