

# Blidworth Parish Council



## Information available from Blidworth Parish Council under the ICO model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Who we are and what we do</b> (Organisational information, structures, locations and contacts)	Can be viewed via the following:  1. On the Parish Council's website <a href="http://www.blidworthparishcouncil.org.uk">www.blidworthparishcouncil.org.uk</a> 2. Email at <a href="mailto:blidworthpc@btconnect.com">blidworthpc@btconnect.com</a>  3. By prior arrangement with the Clerk by telephoning 01623 490358	Information on the website is free of charge. All copies are charged at 10p per sheet unless otherwise stated plus postage if applicable
Who's who on the Council and its Committees	Can be viewed via the following:  1. On the Parish Council's website <a href="http://www.blidworthparishcouncil.org.uk">www.blidworthparishcouncil.org.uk</a> 2. In the Parish Council's noticeboards 3. Email at <a href="mailto:blidworthpc@btconnect.com">blidworthpc@btconnect.com</a> 4. By prior arrangement with the Clerk by telephoning 01623 490358	As above
Contact details for Parish clerk and Council members (named contacts where possible with telephone number and email address (if used))	As above	As above
Location of main Council office and accessibility details	Blidworth Library, New Lane, Blidworth, Notts, NG21 0PW	As above
Staffing structure	Not held	As above
<b>What we spend and how we spend it</b> (Financial information relating to 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:  1. On the Parish Council's website <a href="http://www.blidworthparishcouncil.org.uk">www.blidworthparishcouncil.org.uk</a> 2. Email at <a href="mailto:blidworthpc@btconnect.com">blidworthpc@btconnect.com</a> 3. By prior arrangement with the Clerk by telephoning 01623 490358	As above
Annual return form report by auditor	As above	As above
Finalised budget	As above	As above
Precept	As above	As above
Financial Standing Orders and	As above	As above

Regulations		
Grants given and received	As above	As above
List of current contracts awarded and value of contract	2. Email at <a href="mailto:blidworthpc@btconnect.com">blidworthpc@btconnect.com</a> 3. By prior arrangement with the Clerk by telephoning 01623 490358	As above
Members' allowances and expenses	As above	As above
<b>What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Can be viewed via the following: 1. On the Parish Council's website <a href="http://www.blidworthparishcouncil.org.uk">www.blidworthparishcouncil.org.uk</a> 2. Email at <a href="mailto:blidworthpc@btconnect.com">blidworthpc@btconnect.com</a> 3. By prior arrangement with the Clerk by telephoning 01623 490358	As above
Parish Plan	1. Email at <a href="mailto:blidworthpc@btconnect.com">blidworthpc@btconnect.com</a> 2. By prior arrangement with the Clerk by telephoning 01623 490358	As above
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	1. Email at <a href="mailto:blidworthpc@btconnect.com">blidworthpc@btconnect.com</a> 2. By prior arrangement with the Clerk by telephoning 01623 490358	As above
Quality status	Not held	
Local charters drawn up in accordance with DCLG guidelines	Not held	
<b>How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	Can be viewed via the following: 1. On the Parish Council's website <a href="http://www.blidworthparishcouncil.org.uk">www.blidworthparishcouncil.org.uk</a> 2. Email at <a href="mailto:blidworthpc@btconnect.com">blidworthpc@btconnect.com</a> 3. By prior arrangement with the Clerk by telephoning 01623 490358	As above
Timetable of meetings (Council, any committees/sub committee meetings and parish meetings)	As above	As above
Agendas of meetings (as above)	As above, including the current one on Parish Notice boards	As above
Minutes of meetings (as above)	As above	As above
Reports presented to Council meetings	1. Email at <a href="mailto:blidworthpc@btconnect.com">blidworthpc@btconnect.com</a> 2. By prior arrangement with the Clerk by telephoning 01623 490358	As above
Responses to consultation papers	As above	As above

Responses to planning applications	1. by contacting Newark and Sherwood District Council, or by visiting their website: <a href="http://www.newark-sherwooddc.gov.uk">www.newark-sherwooddc.gov.uk</a>	
Bye-laws	Not held	
<b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Can be viewed via the following:  1. On the Parish Council's website <a href="http://www.blidworthparishcouncil.org.uk">www.blidworthparishcouncil.org.uk</a> 2. Email at <a href="mailto:blidworthpc@btconnect.com">blidworthpc@btconnect.com</a> 3. By prior arrangement with the Clerk by telephoning 01623 490358	As above
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	As above	As above
Information security policy	Not held	
Record management policies (records, retention, destruction and archive)	1. Email at <a href="mailto:blidworthpc@btconnect.com">blidworthpc@btconnect.com</a> 2. By prior arrangement with the Clerk by telephoning 01623 490358	As above
Data protection policies: Privacy Notice	As above	As above
<b>Lists and Registers</b>  Currently maintained lists and registers only	Can be viewed via the following:  1. On the Parish Council's website <a href="http://www.blidworthparishcouncil.org.uk">www.blidworthparishcouncil.org.uk</a> 2. Email at <a href="mailto:blidworthpc@btconnect.com">blidworthpc@btconnect.com</a> 3. By prior arrangement with the Clerk by telephoning 01623 490358	As above
Assets Register	Can be viewed via the following:  1. On the Parish Council's website <a href="http://www.blidworthparishcouncil.org.uk">www.blidworthparishcouncil.org.uk</a> 2. Email at <a href="mailto:blidworthpc@btconnect.com">blidworthpc@btconnect.com</a> 3. By prior arrangement with the Clerk by telephoning 01623 490358	As above
Disclosure log	Not held	
Register of members' interests	Can be viewed via the following:  1. by contacting Newark and	As above

	<p>Sherwood District Council, or by visiting their website:  <a href="http://www.newark-sherwooddc.gov.uk">www.newark-sherwooddc.gov.uk</a>  2. On the Parish Council's website  <a href="http://www.blidworthparishcouncil.org.uk">www.blidworthparishcouncil.org.uk</a>  3. Email at  <a href="mailto:blidworthpc@btconnect.com">blidworthpc@btconnect.com</a></p>	
Register of gifts and hospitality	<p>1. Email at  <a href="mailto:blidworthpc@btconnect.com">blidworthpc@btconnect.com</a>  2. By prior arrangement with the Clerk by telephoning 01623 490358</p>	As above
<p><b>The services we offer</b>  (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> <p>1. On the Parish Council's website  <a href="http://www.blidworthparishcouncil.org.uk">www.blidworthparishcouncil.org.uk</a>  2. Email at  <a href="mailto:blidworthpc@btconnect.com">blidworthpc@btconnect.com</a>  3. By prior arrangement with the Clerk by telephoning 01623 490358</p>	As above
Allotments	As above	As above
Burial grounds and closed churchyards	<p>1. by contacting Newark and Sherwood District Council, or by visiting their website:  <a href="http://www.newark-sherwooddc.gov.uk">www.newark-sherwooddc.gov.uk</a>  2. by contacting The Church of St Mary of the Purification.</p>	
Community centres and village halls	Not held	
Parks, playing field and recreational facilities	<p>Can be viewed via the following:</p> <p>1. On the Parish Council's website  <a href="http://www.blidworthparishcouncil.org.uk">www.blidworthparishcouncil.org.uk</a>  2. Email at  <a href="mailto:blidworthpc@btconnect.com">blidworthpc@btconnect.com</a>  3. By prior arrangement with the Clerk by telephoning 01623 490358</p>	As above
Seating, litter bins, clocks, memorials and lighting	As above, where held	As above
Bus shelters	As above	As above
Markets	Not held	
Public conveniences	Not held	
Agency agreements	Not held	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not held	

### 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.

### SCHEDULE OF CHARGES

<b><u>TYPE OF CHARGE</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>BASIS OF CHARGE</u></b>
<b>Disbursement Cost</b>	Photocopying @ 10p (black & white)	Actual cost*
	Postage	Actual costs of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority