



Belmont Rural Parish Council

Information available from Belmont Rural Parish Council under the model publication scheme

| Information to be published | How the information can be obtained | Cost |
|--|-------------------------------------|--------------------------|
| Class1 - Who we are and what we do | | |
| Who's who on the Council and its Committees | Website | Free |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website | Free |
| Location of main Council Office and accessibility details | Website | Free |
| Staffing Structure | Website | Free |
| Class 2 – What we spend and how we spend it | | |
| Annual return form and report by auditor | Website Hard Copy- | Free 15p per A4 sheet |
| Finalised budget | Website as part of the Minutes | Free |
| | Hard Copy | 15p per A4 sheet |
| Precept | Hard Copy | 15p per A4 sheet |
| Borrowing Approval letter | Not Applicable | 15p per A4 sheet |
| Financial Standing Orders and Regulations | Website | Free |
| | Hard copy | 15p per A4 sheet |
| Grants given and received | Website | Free |
| List of current contracts awarded and value of contract | Website | Free |
| Class 3 – What our priorities are and how we are doing | | |
| Parish Plan | Website* | Free |
| Annual Report to Parish Meeting | Website | Free |
| | Hard copy | 15p per A4 sheet |
| Neighbourhood Development Plan | Website | Free |



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| Class 4 – How we make decisions Current and previous council year as a minimum | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website* Hard copy | Free 15p per A4 sheet |
| Agendas of meetings (as above) | Website Hard copy | Free 15p per A4 sheet |
| Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting. | Website Hard copy | Free 15p per A4 sheet |
| Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting. | Website as part of minutes Hard Copy | Free 15p per A4 sheet |
| Responses to consultation papers | Website Reported as part of the Minutes | Free 15p per A4 sheet |
| Responses to planning applications | Website- as part of minutes | Free |
| Class 5 – Our policies and procedures | | |
| Policies and procedures for the conduct of council business: Procedural standing orders (<i>on Website</i>) Committee and sub-committee terms of reference (<i>Website</i>) Delegated authority in respect of officers (Contained within minutes) Code of Conduct (<i>Website</i>) Financial Regulation (<i>Website</i>) Data protection Policy (<i>Website</i>) IT Policy(<i>Website</i>) | <i>Website where indicated</i> Hard copy | Free 15p per A4 sheet |
| Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures Grants Policy | Website Website Website* Website* Website Website | Free Free Free Free Free Free |
| Information security policy | Website * | Free |



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| Records management policies (records retention, destruction and archive) | Website* | Free |
| Data protection policies | Website* | Free |
| Schedule of charges)for the publication of information) | Enclosed in document | Free |
| Class 6 – Lists and Registers | | |
| Currently maintained lists and registers only | | |
| Assets Register | Hard copy | 15p per A4 sheet |
| Register of members’ interests | Website* | Free |
| Register of gifts and hospitality | Hard Copy | 15p per A4 sheet |
| Planning Register | Website* | Free |
| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | | |
| Parks, playing fields and recreational facilities | Website* | |
| | | |
| Any other Additional Information | Upon request by hard copy if available | 15p per A4 sheet |
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Contact details:

Website Address: www.belmontrural-pc.gov.uk

Email clerk@belmontrural-pc.gov.uk

SCHEDULE OF CHARGES

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|---------------------------------------|---|--|
| Disbursement cost | Photocopying @ 15p per sheet (black & white) | Actual cost |
| | Photocopying @ 30p per sheet (colour) | Actual cost |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Freedom of Information Request | An additional charge may be made if the cost to the Parish Council for retrieval and collation is unreasonable. | |

Date Adopted: 11 December 2025.....

Signature

Role: Chairman Belmont Rural Parish Council

Minute Number

Date of next review 2 years