

**Information available from Ashwell Parish Council under the model publication scheme**

<b>Information published</b>	<b>How the information can be obtained</b>	<b>Cost*</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
‘What we do’/Local Government Responsibilities/Committees and Working groups/Information on the Parish Council	<i>Ashwell Yearbook</i> , website, notice board and via Office/Clerk	
Who’s who on the Council and its Committees	<i>Ashwell Yearbook</i> , website, notice board, newsletters and via Office/Clerk	
Contact details for Office, Clerk, deputy Clerk and Council members (named contacts with telephone number and email address) Parish Council office at Bear Farm, 6a Back Street, Ashwell SG7 5PE	<i>Ashwell Yearbook</i> , website, notice board, newsletters; also <i>Ashwell Village News</i> for Office/Chairman	
Location of main Council office and accessibility details Parish Council office at Bear Farm, 6a Back Street, Ashwell SG7 5PE	<i>Ashwell Yearbook</i> , website, newsletters, notice board, <i>Ashwell Village News</i>	

<b>Class 2 – 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)		
Annual return form and report by auditor (internal and external)	Via Clerk, website and, for limited period following audit, on notice board	
Finalised budget	Via Clerk, website and outline information in minutes and <i>Ashwell Yearbook</i> /Financial Report	
Receipt books, bank statements, VAT reclaim records	Via Clerk	
Audit documents – asset register, details of tenancies, list of current contracts awarded and value of contract, details of involvement in charitable trusts	Via Clerk	
Precept and precept request to NHDC	Via Clerk, in Annual Report, in minutes (with budget), <i>Ashwell Yearbook</i> /Financial Report and website (in budget)	
Financial Regulations	Via Clerk	
Grants given and received	Via Clerk, in minutes (with budget) and outline information in Annual Report and <i>Ashwell Yearbook</i> /Financial Report) and website	
Members’ allowances and expenses	N/A	

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Ongoing:		
Annual Report	Reports within <i>Ashwell Yearbook</i> published in March and on website.	
Neighbourhood Plan	Regular updates in minutes/news items/website. Publicity and hard copies of questionnaires for consultations to all households.	
Previous:		
Quality Status	Awarded October 2009. Hard copy submission documents available for viewing (via Clerk)	
Parish Plan published November 2007	Hard copy (delivered free to all households November 2007);	
Local charters drawn up in accordance with DCLG guidelines - Ashwell Village Design Statement	Hard copy (via Clerk) and website.	

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, committee, working groups and Annual Parish Meeting)	Via Clerk	
Agendas of meetings (as above)	Website. Hard copies on notice board for limited period at least 3 clear days prior to meeting (parish meeting at least 7 clear days); also via Clerk.	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting, eg financial, legal, personnel matters. For such parts of meetings, the fact that it took place and the subject matter is recorded in the minutes but not the detail.	Copies on website and via Clerk (as draft until approved at next Council meeting)	
Reports presented to council meetings - nb disclosure as above.	Copies via Clerk.	
Responses to consultation papers	Copies via Clerk.	
Responses to planning applications	In Parish Council and Planning Committee minutes on website and summary in <i>Ashwell Village News</i> . Copies via Clerk.	
Bye-laws	Copies via Clerk.	

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Standing Orders	On website and copies via Clerk.	
Policies and procedures for the provision of services and about the employment of staff: Training Policy Employment of staff –NALC model contract for Clerk and Deputy Clerk. Contracts and risk assessments for all.	Copies via Clerk.	
Freedom of Information –model Publication Scheme. Schedule of charges N/A as none made.	Website and copies via Clerk.	

<b>Class 6 – Lists and Registers</b> (Currently maintained lists and registers only)		
Assets Register	In audit documents; copies via Clerk.	
Code of Conduct: Members Declarations of Acceptance of Office Register of Members’ Interests	Members Info to NHDC website via their Monitoring Officer. Copies via Clerk.	
Burial Ground: Register of Burials Register of Public Graves (and Index) Register of Purchased Graves Plan of Burial Ground	Via Clerk; some information may only be available by inspection.	
The Springs: Water flow data and water quality data as supplied by the Environment Agency	Copies via Clerk.	

<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses).</p>		
<p>Publications including general information about services offered (The Recreation Ground, Pavilion and children’s playground, Small Gains sports field and allotments, amenity land including The Springs, Carters Pond, Merchant Taylors Green, the Cemetery in Station Road, maintenance of the St Mary’ Parish Church churchyard, the church clock, road side seats, litter and dog waste bins, Environmental Cleansing (to supplement services provided by the District Council), footpaths (in conjunction with Herts County Council), the Lock Up, maintenance of the War Memorial (in conjunction with the Ashwell Branch Royal British Legion), Parish Council and village notice boards.</p>	<p><i>Ashwell Yearbook</i>, website, Ashwell Village News, ad hoc newsletters. Also via Clerk.</p>	
<p>Services for which the Parish Council makes charges</p>		
<p>Allotments</p>	<p>Via Clerk; charges and Tenancy Agreement</p>	
<p>Burial Ground</p>	<p>Via Clerk and website; Burial Ground: Guide for Parishioners</p>	
<p>The Recreation Ground and Pavilion</p>	<p>Via Clerk</p>	

<b>Additional Information</b> Details of routine distribution of hard copy publications that include information about the Parish Council and its activities.	
Monthly news column <i>in Ashwell Village News</i>	In <i>Ashwell Village News</i> (for sale price £1 at local outlets). Also on website and displayed on notice boards (Parish Council board in High Street, Parish Council board in bus shelter Station Road).
<i>Ad hoc</i> newsletters	Delivered free to all households and businesses in parish.
<i>Ashwell Yearbook</i> with annual reports	Delivered free to all households and businesses in parish annually in March prior to Annual Parish Meeting.
Previous:	
<i>Ad hoc</i> publications –Parish Plan, Ashwell Village Design Statement	Delivered free to all households and businesses in parish.

**Contact details: The Parish Council, Bear Farm Office, 6A Back Street, Ashwell, Baldock, Herts SG7 5PE  
Clerk, Mrs Jane Porter. Deputy-clerk, Mrs Laura Brooks-Payne.  
01462 743706 clerk@ashwell.gov.uk**

**Website: [www.ashwell.gov.uk](http://www.ashwell.gov.uk)**

**\*Schedule of charges**

For enquiries made under the Freedom of Information Act, Ashwell Parish Council may, in relation to significant requests, make a charge to cover the cost of supply, either of electronic or hard copies.

**Document last updated: May 2021**