



Information available from Balderton Parish Council under the model Publication Scheme
Reviewed on January 29th, 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	For all information identified as being available on the website our web address is: www.baldertonparishcouncil.gov.uk	
Who's who on the Council and its Committees: Councillors Elected Committee Reps	Website Hard copy-contact office	Free 10p per page + pp
Contact details for Parish Clerk and Council members (named contacts where possible with telephone numbers and email address (if used): Parish Clerk: Marion Fox Goddard Tel:01636703626 Email:office@baldertonparishcouncil.gov.uk Council members – names and email addresses available on our website	Website Hard copy-contact office	Free 10p per page + pp
Location of main Council office and accessibility details: Balderton Village Centre, Coronation Street, Balderton, Newark, Notts NG24 3BD	Website Hard copy-contact office	Free 10p per page + pp
Staffing structure	Website Hard copy-contact office	Free 10p per page + pp

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial aid) Current and previous financial year as a minimum		Free 10p per page + pp
Annual return form and report by auditor: Accounts (in Finance documents)	Website Hard copy-contact office	Free 10p per page + pp
Finalised budget	Website Hard copy-contact office	Free 10p per page + pp
Precept request	Website Hard copy-contact office	Free 10p per page + pp
Borrowing Approval Letter	Website Hard copy-contact office	Free 10p per page + pp
Financial Standing Orders and Regulations: Standing Orders Financial Regulations	Website Hard copy-contact office	Free 10p per page + pp
List of current contracts awarded and value of contract: Current Contracts	Website Hard copy-contact office	Free 10p per page + pp
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing		
Strategy and action plans. Action plan reviews.	Website	Free

	Hard copy-contact office	10p per page + pp
Annual Governance Statements	Website Hard copy-contact office	Free 10p per page + pp
Annual Report to Parish Meeting (current and previous year as a minimum): Annual Parish Meeting Minutes Chair's report contained within the Annual Parish Meeting minutes	Website Hard copy-contact office	Free 10p per page + pp
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, committees meetings and parish meetings): Schedule of Meetings	Website Hard copy-contact office	Free 10p per page + pp
Agendas for Meetings	Website Hard copy-contact office	Free 10p per page + pp
Minutes of meetings (as above) – N.B. this will exclude information that is considered exempt from disclosure.	Website Hard copy-contact office	Free 10p per page + pp
Reports presented to council meetings – N.B. this will exclude information that is considered exempt from disclosure (contained in agenda packs)	Website Hard copy-contact office	Free 10p per page + pp

Responses to consultation papers-included in Minutes and website (Any responses held with consultation papers)	Website Hard copy-contact office	Free 10p per page + pp
Responses to planning applications Any responses held with planning applications and recorded in Planning Committee Minutes	Hard copy-contact office or can be viewed on Newark & Sherwood District Council website	Free 10p per page + pp
Bye-laws: Byelaws Playing Field Byelaws Lakeside	Website Hard copy-contact office	Free 10p per page + pp
Class 5 – Our policies and procedures	(hard copy or website)	
Current written protocols, policies and procedures for delivering our services and responsibilities		
Policies and procedures for the conduct of council business: Standing Orders Committee and sub-committee terms of reference Delegated authority in respect of officers Financial Regulations Code of Conduct Civility and Respect Pledge Communications and Engagement Policy	Website Hard copy-contact office	Free 10p per page + pp
Policies and procedures for the provision of services and about the employment of staff:	Website Hard copy-contact office	Free 10p per page + pp

Allotment Tenant Agreement Biodiversity Policy Councillor-Officer Protocol Dignity at Work Policy Equality and Diversity Policy Opportunities Policy Grants Policy Health and Safety Policy Investment Policy Memorial Bench and Tree Policy Memorial Testing Policy Newsletter Advertising Policy Public Participation in Council Meetings Guidance Training and Development Policy Tree Management Policy		
Records Management, personal data and access to information Policies CCTV Policy Personal Data Retention Schedule Privacy Notice – public Privacy Notice – Councillors Staff and Volunteers Subject Access Request Policy	Website Hard copy-contact office	Free 10p per page + pp
Complaints procedures (including those covering requests for information and operating the publication scheme): Complaints Policy Vexatious Complaints Policy Disclosure Log Criteria	Website Hard copy-contact office	Free 10p per page + pp
Schedule of charges (for the publication of information): Schedule of charges	Website Hard copy-contact office	Free 10p per page + pp

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers	By inspection only	
Asset Register	Website Hard copy-contact office	Free 10p per page + pp
Parish Councillors' Register of Interests	Website Hard copy-contact office	Free 10p per page + pp
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	(hard copy or website; some information may only be available by inspection)	
Allotments (Glebe Park)	Website Hard copy-contact office	Free 10p per page + pp
Burial grounds and closed churchyards: Balderton Cemetery, Mount Road (maintenance and burials) St Giles Church yard (maintenance – closed church yard)	Website Hard copy-contact office	Free 10p per page + pp
Community Centre: Balderton Village Centre	Website Hard copy-contact office	Free 10p per page + pp

<p>Parks, playing fields and recreational facilities Coronation Street Park and playing field including cricket and football facilities , two MUGAs, youth pod, play park, seating, litter bins</p> <p>Balderton Lake – with seating, litter bins.</p>	<p>Website Hard copy-contact office</p>	<p>Free 10p per page + pp</p>
<p>Public conveniences 1 public toilet located on the side of the Dance School, Coronation Street Playing Field</p>		
<p>Provision of Dog Bins in the parish</p>	<p>Website (list of locations) Hard copy-contact office</p>	<p>Free 10p per page + pp</p>
<p>Charges for services are available on our website via the relevant tab</p>	<p>Website Hard copy-contact office</p>	<p>Free 10p per page + pp</p>
<p>Additional Information</p> <p>Newsletter delivered to all homes and business in the parish every 9 month Balderton Parish Council Facebook page for regular updates and invites to parish council meetings</p>		
<p>Contact Details:</p>		
<p>The Council Office Balderton Parish Council, Balderton Village Centre, Coronation Street, Balderton, Notts NG24 3BD Telephone: 01636703626 Website: www.baldertonparishcouncil.gov.uk Email: office@baldertonparishcouncil.gov.uk</p>		