

## Bilton Parish Council Publication Scheme Guide 2026

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

| Class                                | Description                                                                                                      | Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. What we are and what we do        | Organisational information, structures, locations and contacts.                                                  | <ul style="list-style-type: none"> <li>- Council contact information: <a href="https://www.biltonparishcouncil.org/about-us/">https://www.biltonparishcouncil.org/about-us/</a></li> <li>- Councillors' information: <a href="https://www.biltonparishcouncil.org/about-us/councillors/">https://www.biltonparishcouncil.org/about-us/councillors/</a></li> <li>- Location and accessibility of the council office: <a href="https://www.biltonparishcouncil.org/about-us/">https://www.biltonparishcouncil.org/about-us/</a></li> <li>- Staffing Structure: Bilton Parish Council currently employs one staff member as a Proper Office and Responsible Financial Officer.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 2. What we spend and how we spend it | Financial information relating to projected and actual income and expenditure, procurement, and financial audit. | <ul style="list-style-type: none"> <li>- Annual return form and auditor's report: <a href="https://www.biltonparishcouncil.org/about-us/policies-and-procedures/end-of-year-accounts/">https://www.biltonparishcouncil.org/about-us/policies-and-procedures/end-of-year-accounts/</a></li> <li>- Finalised budget: <a href="https://www.biltonparishcouncil.org/council-policies-assets-and-governance/">https://www.biltonparishcouncil.org/council-policies-assets-and-governance/</a></li> <li>- Precept information: <a href="https://www.biltonparishcouncil.org/council-policies-assets-and-governance/">https://www.biltonparishcouncil.org/council-policies-assets-and-governance/</a></li> <li>- Financial Regulations: <a href="https://www.biltonparishcouncil.org/council-policies-assets-and-governance/">https://www.biltonparishcouncil.org/council-policies-assets-and-governance/</a></li> <li>- Standing orders: <a href="https://www.biltonparishcouncil.org/council-policies-assets-and-governance/">https://www.biltonparishcouncil.org/council-policies-assets-and-governance/</a></li> <li>- Grants awarded and received: Available upon request</li> <li>- List of current contracts and values: Available upon request</li> <li>- Members allowances and expenses: Available upon request.</li> </ul> |
| 3. What our priorities are           | Strategies and plans, performance indicators,                                                                    | <ul style="list-style-type: none"> <li>- Flood plan: <a href="https://www.biltonparishcouncil.org/emergencies/flood-plan/">https://www.biltonparishcouncil.org/emergencies/flood-plan/</a></li> <li>- Risk Assessments: <a href="https://www.biltonparishcouncil.org/council-policies-assets-and-governance/">https://www.biltonparishcouncil.org/council-policies-assets-and-governance/</a></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| and how we are doing           | audits, inspections and reviews.                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 4. How we make decisions       | Decision-making processes and records of decisions                                                | <ul style="list-style-type: none"> <li>- Annual governance statement: <a href="https://www.biltonparishcouncil.org/about-us/policies-and-procedures/end-of-year-accounts/">https://www.biltonparishcouncil.org/about-us/policies-and-procedures/end-of-year-accounts/</a></li> <li>- Timetable of council meetings: <a href="https://www.biltonparishcouncil.org/council-meetings/">https://www.biltonparishcouncil.org/council-meetings/</a></li> <li>- Agendas and minutes of council meetings: <a href="https://www.biltonparishcouncil.org/council-meetings/">https://www.biltonparishcouncil.org/council-meetings/</a></li> <li>- Bye-laws: N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                |
| 5. Our policies and procedures | Current written protocols, policies, and procedures for delivering services and responsibilities. | <ul style="list-style-type: none"> <li>- Policies and procedures for council services: <a href="https://www.biltonparishcouncil.org/burials/cemetery-regulations/">https://www.biltonparishcouncil.org/burials/cemetery-regulations/</a></li> <li>- Internal policies and procedures for staff and personal matters: Available on request</li> <li>- Equality and diversity policies: <a href="https://www.biltonparishcouncil.org/council-policies-assets-and-governance/">https://www.biltonparishcouncil.org/council-policies-assets-and-governance/</a></li> <li>- Health and safety policies: <a href="https://www.biltonparishcouncil.org/council-policies-assets-and-governance/">https://www.biltonparishcouncil.org/council-policies-assets-and-governance/</a></li> <li>- Data protection policies: <a href="https://www.biltonparishcouncil.org/council-policies-assets-and-governance/">https://www.biltonparishcouncil.org/council-policies-assets-and-governance/</a></li> </ul> |
| 6. Lists and Registers         | Information held in registers required by law and other lists and registers                       | <ul style="list-style-type: none"> <li>- Assets register: <a href="https://www.biltonparishcouncil.org/council-policies-assets-and-governance/">https://www.biltonparishcouncil.org/council-policies-assets-and-governance/</a></li> <li>- Register of members' interests: <a href="https://www.biltonparishcouncil.org/about-us/councillors/">https://www.biltonparishcouncil.org/about-us/councillors/</a></li> <li>- Register of gifts and hospitality: N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 7. The services we offer       | Information about services provided by the council                                                | <ul style="list-style-type: none"> <li>- Cemetery: <a href="https://www.biltonparishcouncil.org/burials/procedures-for-burials/">https://www.biltonparishcouncil.org/burials/procedures-for-burials/</a></li> <li>- Clocks and memorials: Available upon request</li> <li>- Bus shelters: Available upon request.</li> <li>- Services for which we are entitled to recover a fee and details of those fees (burial fees): <a href="https://www.biltonparishcouncil.org/wp-content/uploads/2025/07/Burial-Board-charges-as-of-1st-July-2025.odt">https://www.biltonparishcouncil.org/wp-content/uploads/2025/07/Burial-Board-charges-as-of-1st-July-2025.odt</a></li> </ul>                                                                                                                                                                                                                                                                                                                     |

**Cost:**

| Type of Charge    | Description                                                                                                                 | Basis of Charge                             |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| Disbursement cost | Photocopying at 20p per sheet (black & white)                                                                               | Actual cost of printing, ink and paper.     |
|                   | Photocopying at 50p per sheet (full colour)                                                                                 | Actual cost of printing, ink and paper.     |
|                   | Postage                                                                                                                     | Actual cost of 2 <sup>nd</sup> class stamp  |
| Statutory fee     | Not applicable, unless a search is required, when the actual statutory fee will be charged, plus any photocopying required. | In accordance with the relevant legislation |

**\*CHARGES:** Please note that no charge will be made for documents sent via e-mail except in rare cases where the information is not readily available.

**Contact:**

Clerk

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