

## Information available from BRAMSHAW Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Website/hard copy from clerk.	Free/10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/hard copy from clerk.	Free/10p per sheet
Location of main Council office and accessibility details	N /A	N/A
Staffing structure	N/A	N/A
<p><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)</p> <p>Current and previous financial year as a minimum</p>	Website/hard copy from clerk.	Free/10 p per sheet
Annual return form and report by auditor	Website/hard copy from	Free/10 p per

	clerk.	sheet
Finalised budget	Website/hard copy from clerk.	Free/10 p per sheet
Precept	Website/hard copy from clerk.	Free/10 p per sheet
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Hard copy from clerk.	Free/10 p per sheet
Grants given and received	Website/hard copy from clerk.	Free/10 p per sheet
List of current contracts awarded and value of contract	Website/hard copy from clerk.	Free/10 p per sheet
Members' allowances and expenses	Website/hard copy from clerk.	Free/10 p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Website/hard copy from clerk.	
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/hard copy from clerk.	Free/10 p per sheet
Quality status	NOT ADOPTED	
Local charters drawn up in accordance with DCLG guidelines	NONE	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	Website/hard copy from clerk)	
Current and previous council year as a minimum		

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/hard copy from clerk.	Free/10 p per sheet
Agendas of meetings (as above)	Website/hard copy from clerk.	Free/10 p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/hard copy from clerk.	Free/10 p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website/hard copy from clerk.	Free/10 p per sheet
Responses to consultation papers	Website/hard copy from clerk.	Free/10 p per sheet
Responses to planning applications	Website/hard copy from clerk.	Free/10 p per sheet
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Website/hard copy.	
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website	Free
Committee and sub-committee terms of reference Delegated authority in respect of officers	N/A Hard copy from clerk.	10p per sheet.
Code of Conduct	Website/hard copy from	

Policy statements	clerk.	Free/10 p per sheet.
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hard copy from clerk	10p per sheet.
Equality and diversity policy	Hard copy from clerk	10p per sheet.
Health and safety policy	Hard copy from clerk	10p per sheet.
Recruitment policies (including current vacancies)	Website/Hard copy from clerk	10p per sheet.
Policies and procedures for handling requests for information	Hard copy from clerk	10p per sheet.
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website/hard copy from clerk.	10p per sheet.
Information security policy	Hard copy from clerk.	10p per sheet.
Records management policies (records retention, destruction and archive)	Hard copy from clerk.	10p per sheet.
Data protection policies	Hard copy from clerk.	10p per sheet
Schedule of charges (for the publication of information)	Website/hard copy from clerk.	Free/10p per sheet.
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard copy from clerk.	10p per sheet.
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard copy from clerk.	10p per sheet.

Register of members' interests	Hard copy from clerk.	10p per sheet.
Register of gifts and hospitality	Hard copy from clerk.	10p per sheet.
<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)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Hard copy from clerk	10p per sheet.
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Bramshaw Telegraph	Website/email	

### Contact details:

Jane Mullan, Parish Clerk Tel: 023 80 81 1195 or email: [Bramshawclerk@btinternet.com](mailto:Bramshawclerk@btinternet.com)

## SCHEDULE OF CHARGES

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

\* the actual cost incurred by the public authority