

## Information available from Brimscombe and Thrupp 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>	<p>hard copy            website</p>	
<p>Who's who on the Council and its Committees</p>	<p>Website            Hard copy available</p>	<p>Free            10p</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website            Hard copy available</p>	<p>Free            10p</p>
<p>Location of main Council office and accessibility details</p>	<p>Website            Hard copy available</p>	<p>Free            10p</p>
<p>Staffing structure</p>	<p>Website            Hard copy available</p>	<p>Free            10p</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)  Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Website Notice board Hard copy available	Free Free 10p
Finalised budget	Website Hard copy available	Free 10p
Precept	Website Hard copy available	Free 10p
Borrowing Approval letter	Website Hard copy available	Free 10p
Financial Standing Orders and Regulations	Website Hard copy available	Free 10p
Grants given and received	Website Hard copy available	Free 10p
Members' allowances and expenses	Hard Copy available	10p
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website Hard copy available	Free 10p
Annual Report to Parish or Community Meeting (current and previous year as a	Website	Free

minimum)	Hard copy available	10p
Quality status	Website Hard copy available	Free 10p
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy available	Free 10p
Agendas of meetings (as above)	Website Hard copy available	Free 10p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy available	Free 10p
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy available	Free 10p
Responses to consultation papers	Website Hard copy available	Free 10p
Responses to planning applications	Website Hard copy available	Free 10p
Bye-laws	Website Hard copy available	Free 10p

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	<p>Website  Hard copy available</p>	<p>Free  10p</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services  Equality and diversity policy  Health and safety policy  Recruitment policies (including current vacancies)  Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy available</p>	<p>Free  10p</p>
<p>Information security policy</p>	<p>Hard copy available</p>	<p>10p</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy available</p>	<p>10p</p>

Data protection policies	Hard copy available	10p
Schedule of charges for the publication of information)	Hard copy available	10p
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy available	10p
Assets Register	Hard copy available	10p
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 available	10p
Register of members' interests		
Register of gifts and hospitality	Hard copy available	10p
<b>Class 7 – The services we offer</b>	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	Website Hard copy available	Free 10p

Community centres and village halls	Website Hard copy available	Free 10p
Parks, playing fields and recreational facilities	Hard copy available	10p
Seating, litter bins, clocks, memorials and lighting	Hard copy available	10p
Bus shelters	Hard copy available	10p
Markets	Hard copy available	10p
Public conveniences	Hard copy available	10p
Agency agreements	Hard copy available	10p
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy available	10p
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: Tina Balgobin, Clerk. 11 Broadstone Close, Barnwood, Gloucestershire. GL4 3TY**

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	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