

## Information available from Brixworth 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>		
Who's who on the Council and its Committees	Library Website Email Hard Copy	Free Free Free 10p per sheet
Contact details for Parish Clerk and Council members	Library Website Email Hard Copy	Free Free Free 10p per sheet
<del>Location of main Council office and accessibility details</del>		
Staffing structure	Email Hard Copy	Free 10p per sheet

<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>		
Annual return form and report by auditor	Hard Copy	10p per sheet
Finalised budget	Email Hard Copy	Free 10p per sheet
Precept	Hard Copy	10p per sheet
Borrowing Approval letter		
Financial Standing Orders and Regulations	Email Library Hard Copy	Free Free 10p per sheet
Grants given and received	Email Hard Copy	Free 10p per sheet
List of current contracts awarded and value of contract	Hard Copy	10p per sheet
Members' allowances and expenses	Email Hard Copy	Free 10p per sheet

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Email Hard Copy	Free 10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Email Hard Copy	Free 10p per sheet
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
<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 Email Hard Copy	Free Free 10p per sheet
Agendas of meetings (as above)	Email Hard Copy	Free 10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Email Hard Copy	Free Free 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Email Hard Copy	Free 10p per sheet
Responses to consultation papers	Email Hard Copy	Free 10p per sheet
Responses to planning applications	Email Hard Copy	Free 10p per sheet
Bye-laws	Hard Copy	10p per sheet

<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>		
<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>ALL</p> <p>Email  Hard Copy</p>	<p>Free  10p per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p><del>Internal policies relating to the delivery of services</del>  Equality and diversity policy  Health and safety policy  <del>Recruitment policies (including current vacancies)</del>  <del>Policies and procedures for handling requests for information</del>  Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>ALL</p> <p>Email  Hard Coy</p>	<p>Free  10p per sheet</p>
<p><del>Information security policy</del></p>		
<p>Records management policies (records retention, destruction and archive)</p>	<p>Email  Hard Copy</p>	<p>Free  10p per sheet</p>
<p><del>Data protection policies</del></p>		
<p>Schedule of charges (for the publication of information)</p>	<p>See below</p>	

<b>Class 6 – Lists and Registers</b>		
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	10p per sheet
Assets Register	Email Hard Copy	Free 10p per sheet
<del>Disclosure log</del> (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)		
Register of members' interests	Hard Copy	10p per sheet
Register of gifts and hospitality	Hard Copy	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)		
Current information only		
<del>Allotments</del>		
<del>Burial grounds and closed churchyards</del>		
Community centres and village halls	Hard Copy	10p per sheet
Parks, playing fields and recreational facilities	Hard Copy	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p per sheet
Bus shelters	Hard Copy	10p per sheet
<del>Markets</del>		
<del>Public conveniences</del>		
Agency agreements	Hard Copy	10p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy	10p per sheet

<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Village Design Statement	Website Hard Copy	Free £2.50

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**NN6 9UQ**

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## **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 @ .10p per sheet (black & white)	Actual cost
	Photocopying @ ..p per sheet (colour)	Not applicable
	Envelope	0.05p
	Postage 27p	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>		