

Information available from Brandeston Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This is current information only		
Who's who on the Council and its Committees	Website Parish Clerk	Free Free – by appointment
Contact details for Parish Clerk and Council members	Parish Clerk	Free – by appointment
Location of Clerk's office and accessibility details	Parish Clerk	Free
Staffing Structure	Parish Clerk	Free – by appointment
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	RFO	Free – by appointment
Finalised budget	RFO	Free – by appointment
Precept	RFO	Free – by appointment
Borrowing Approval letter	RFO	Free – by appointment
Financial Standing Orders and Regulations	RFO	£1.00
Grants given and received	RFO	Free – by appointment
List of current contracts awarded and value of contract	RFO	Free – by appointment
Members' allowances and expenses	RFO	Free – by appointment

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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Clerk	Free
Annual Report to Parish (current and previous year)	Clerk	£0.15/sheet
Quality status	Clerk	Free
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Clerk	Free
Agendas of meetings (as above)	Clerk Village notice board	Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website OR Clerk	Free £0.15/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Minutes of Meetings OR Clerk	See above
Responses to consultation papers	Minutes of Meetings OR Clerk	See above Free – by appointment
Responses to planning applications	Minutes of Meetings	See above
Bye-laws	Not applicable	

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Class 5 – Our policies and procedures (Policies and procedures for the conduct of council business)		
: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Council Standing Orders from Clerk	£0.15/sheet
Policies and procedures for the provision of services and about the employment of staff: 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)	Parish Council	Free – by appointment
Information security policy	Clerk	Free – by appointment
Records management policies (records retention, destruction and archive)	Clerk	Free – by appointment
Data protection policies	Parish Council	Free – by appointment
Class 6 – Lists and Registers (Currently maintained lists and registers only)		
Assets Register	Clerk	Free – by appointment
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)	Clerk	Free – by appointment
Register of members' interests	SCDC	
Register of gifts and hospitality	N/A	

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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		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	VH Management Committee	
Parks, playing fields and recreational facilities	VH Management Committee	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	Parish Council	
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	

Contact details: A. M. Hounsell, Parish Clerk
 Fairfield, Mill Lane,
 Brandeston IP13 7AP
 Tel: 01728 685357
 E-Mail: mark@fairfields.plus.com

Inspection of records by appointment

Website : www.brandeston.net

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ £0.15.p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the Parish Council