

Information available from Brixworth 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 will be current information only		
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
Location of main Council office and accessibility details		
Staffing structure	Email Hard Copy	Free 10p per sheet

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) Current and previous financial year as a minimum		
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

Class 3 – What our priorities are and how we are doing (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		
Class 4 – How we make decisions (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

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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	ALL Email Hard Copy	Free 10p per 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)	ALL Email Hard Coy	Free 10p per sheet
Information security policy		
Records management policies (records retention, destruction and archive)	Email Hard Copy	Free 10p per sheet
Data protection policies		
Schedule of charges (for the publication of information)	See below	

Class 6 – Lists and Registers		
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
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)		
Register of members' interests	Hard Copy	10p per sheet
Register of gifts and hospitality	Hard Copy	10p per sheet
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		
Burial grounds and closed churchyards		
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
Markets		
Public conveniences		
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

Additional Information 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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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 @ .10p per sheet (black & white)	Actual cost
	Photocopying @ ..p per sheet (colour)	Not applicable
	Envelope	0.05p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		