

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

Information will be provided within 21 days of receipt of request where the information is requested in hard copy or email format. Appointments must be made when requestors wish to inspect the information at the Parish Council offices

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	Website, notice boards and hard copy	10p per A4 B&W sheet supplied
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, notice boards and hard copy	10p per A4 B&W sheet supplied
Location of main Council office and accessibility details	Website, notice boards and hard copy	10p per A4 B&W sheet supplied
Staffing structure	Hard copy	10p per A4 B&W sheet supplied
<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 A4 B&W sheet supplied
Finalised budget	Hard copy	10p per A4 B&W sheet supplied
Precept	Hard copy	10p per A4 B&W sheet supplied
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy	10p per A4 B&W sheet supplied
Grants given and received	Hard copy	10p per A4 B&W sheet supplied
List of current contracts awarded and value of contract	Hard copy	10p per A4 B&W sheet supplied
Members' allowances and expenses	Hard copy	10p per A4 B&W sheet supplied
<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)	Hard copy	10p per A4 B&W sheet supplied
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	10p per A4 B&W sheet supplied
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<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	10p per A4 B&W sheet supplied
Agendas of meetings (as above)	Website & hard copy	10p per A4 B&W sheet supplied

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website & hard copy	10p per A4 B&W sheet supplied
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per A4 B&W sheet supplied
Responses to consultation papers	Hard copy	10p per A4 B&W sheet supplied
Responses to planning applications	Hard copy	10p per A4 B&W sheet supplied
Bye-laws	Hard copy	10p per A4 B&W sheet supplied
<b>Class 5 – Our policies and procedures</b> (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	Hard copy	10p per A4 B&W sheet supplied
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)	Hard copy	10p per A4 B&W sheet supplied

Information security policy	Hard copy	10p per A4 B&W sheet supplied
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	Hard copy	10p per A4 B&W sheet supplied
Schedule of charges (for the publication of information)		
<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 A4 B&W sheet supplied
Assets Register	Hard copy	10p per A4 B&W sheet supplied
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)	N/A	
Register of members' interests	Hard copy	10p per A4 B&W sheet supplied
Register of gifts and hospitality	Hard copy	10p per A4 B&W sheet supplied
<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		
Allotments	Website & Hard copy	10p per A4 B&W sheet supplied
Burial grounds and closed churchyards	Website & Hard copy	10p per A4 B&W sheet supplied
Community centres and village halls	Website & Hard copy	10p per A4 B&W sheet supplied
Parks, playing fields and recreational facilities	Website & Hard copy	10p per A4 B&W sheet supplied

Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per A4 B&W sheet supplied
Bus shelters	Hard copy	10p per A4 B&W sheet supplied
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)	Website & Hard copy	10p per A4 B&W sheet supplied
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

### Contact details:

Mrs Julie Shirley, email [clerk@brockworth-pc.gov.uk](mailto:clerk@brockworth-pc.gov.uk), telephone 01452 863123

### 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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Paper – 1p per sheet Ink – 1p per sheet Time – 14p per minute  Actual cost = 16p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

\* the actual cost incurred by the public authority