

BRICKHILL PARISH COUNCIL PUBLICATION SCHEME

Contact Details:

The Clerk to the Council

Brickhill Parish Council

C/O BRICKHILL COMMUNITY CENTRE

AVON DRIVE, BEDFORD, MK41 7AF

01234 271708

www.brickhillparishcouncil.gov.uk

Email: clerk @brickhillparishcouncil.gov.uk

**Public “Drop In” session Tuesdays 10am to 12noon at Brickhill Community Centre.
Other meetings with the Clerk by appointment**

GUIDE TO PUBLISHED INFORMATION

Brickhill Parish Council tries to be open and transparent in all its activities. This guide aims to help you find information about the Council and its business which is provided in different places. If you can't find the information you want or you need printed copies please contact the Clerk for assistance.

Information available from BRICKHILL Parish Council

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website Parish Noticeboards (Avon Drive, Brickhill Drive) Printed Copy from Parish Council Office Quarterly newsletter	No Charge No Charge 10p per A4 sheet No Charge
Contact details for Parish Clerk and Council members (named contacts where possible with	Website Parish Noticeboards (Avon Drive, Brickhill Drive)	No Charge No Charge

telephone number and email address (if used))	Printed Copy from Parish Council Office Quarterly newsletter	10 per A4 sheet No Charge
Location of main Council office and accessibility details	Website Parish Noticeboards (Avon Drive, Brickhill Drive) Hard Copy from Parish Council Office Quarterly newsletter	No Charge No Charge 10p per A4 sheet No Charge
Staffing structure	Website Printed Copy from Parish Council Office	No Charge 10p per A4 sheet
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Printed Copy from Parish Council Office Printed Copy displayed on Parish Council Noticeboards annually at time of audit	10p per A4 sheet No Charge
Finalised budget	Website Printed Copy from Parish Council Office	No Charge 10p per A4 sheet
Precept	Website Printed Copy from Parish Council Office	No Charge 10p per A4 sheet
Financial Standing Orders and Regulations	Website Hard Copy from Parish Council Office	No Charge 10p per A4 sheet
Grants given and received	Website Printed Copy from Parish Council Office	No Charge 10p per A4 sheet
List of current contracts awarded and value of	None awarded	

contract		
Members' allowances and expenses	Printed information from Parish Council Office	10p per A4 sheet
Class 3 – What our priorities are and how we are doing		
Annual Report to Parish or Community Meeting	Printed Copy from Parish Council Office	10p per A4 sheet
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Parish Council Notice Boards Website Printed Copy available from Parish Council Office	No Charge No Charge 10p per A4 sheet
Agendas of meetings (as above)	Parish Council Notice Boards Website Printed Copy available from Parish Council Office	No Charge No Charge 10p per A4 sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Printed Copy available from Parish Council Office	No Charge 10p per A4 sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Printed copy available from Parish Council Office	10p per A4 sheet
Responses to consultation papers	Hard copy available from Parish Council Office	10p per A4 sheet
Responses to planning applications	Printed copy available from Parish Council Office	10p per A4 sheet
Bye-laws	None	
Class 5 – Our policies and		

procedures		
Policies and procedures for the conduct of council business:		
Procedural standing orders and financial regulations	Website Printed copy available from Parish Council Office	No Charge 10p per A4 sheet
Committee and sub-committee terms of reference	Website Printed copy available from Parish Council Office	No Charge 10p per A4 sheet
Delegated authority in respect of officers	Website Printed copy available from Parish Council Office	No Charge 10p per A4 sheet
Code of Conduct	Website Printed copy available from Parish Council Office	No Charge 10p per A4 sheet
Policy statements	Website Printed copy available from Parish Council Office	No Charge 10p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	None held	
Equality and diversity policy	None held	
Health and safety policy	Website Printed copy available from Parish Council Office	No Charge 10p per A4 sheet
Recruitment policies (including current vacancies)	Website Printed copy available from Parish Council Office	No Charge 10p per A4 sheet
Antibullying and harassment policy	Website Printed copy available from Parish Council Office	No Charge 10p per A4 sheet

Policies and procedures for handling requests for information	Website	No Charge 10p per A4 sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Printed copy available from Parish Council Office	No Charge No Charge?
Information security policy	-	
Records management policies (records retention, destruction and archive)	-	
Data protection policies	-	
Schedule of charges (for the publication of information)	Website Parish Council Office	No Charge 10p per A4 sheet
Class 6 – Lists and Registers		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	By inspection at the Parish Council Office	No Charge
Assets Register	Website Printed copy from Parish Council Office	No Charge 10p per A4 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)	None held	
Register of members' interests	Parish Council Office	10p per A4 sheet
Register of gifts and hospitality	Parish Council Office	10p per A4 sheet

Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
Allotments (includes sample tenancy agreement, Rental rates, Newsletters, Handbook)	Website Parish Council Office Allotments Noticeboard	No Charge No Charge No Charge
Agency agreements	Parish Council Office	10p per A4 sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Allotments only, see above	
Additional Information		
Newsletter	Website Parish Council Office Delivered to dwellings in parish	No Charge No Charge No Charge

SCHEDULE OF CHARGES

Charges are 10p per black and white A4 sheet this is made up of a photocopying element and a postage element.