

Information available from Brickhill Parish Council under the model publication scheme

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: The office at the Brickhill Community Centre is open Monday-Friday 10am – 2pm. Please phone prior to visit to ensure a member of staff is present.

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
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	(hard copy or website)	

N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	Website Parish Noticeboards (Avon Drive, Brickhill Drive, Waveney Green, Ashmead Road) 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 telephone number and email address (if used))	Website Parish Noticeboards (Avon Drive, Brickhill Drive, Waveney Green, Ashmead Road) Printed Copy from Parish Council Office Quarterly newsletter	No Charge No Charge 10 per A4 sheet No Charge
Location of main Council office and accessibility details	Website Parish Noticeboards (Avon Drive, Brickhill Drive, Waveney Green, Ashmead Road) 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	No Charge 10p per A4

	Council Office (hard copy or website)	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	Printed Copy from Parish Council Office Printed Copy displayed on Parish Council Noticeboards annually at time of audit Website	10p per A4 sheet No Charge 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
Borrowing Approval letter	N/A	
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	No Charge 10p per A4

	Council Office	sheet
List of current contracts awarded and value of contract	Website Printed Copy from Parish Council Office	No Charge 10p per A4 sheet
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 (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	-	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Printed Copy from Parish Council Office	Free 10p per A4 sheet
Quality status	Website Printed Copy from Parish Council Office	Free 10p per A4 sheet
Local charters drawn up in accordance with DCLG guidelines	-	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	

Current and previous council year as a minimum		
Timetable of meetings (Council and 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) – n.b. 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 – n.b. 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 (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	

<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>Website Printed copy available from Parish Council Office</p>	<p>Free 10p per A4 sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and 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)</p>	<p>Website Printed copy available from Parish Council Office</p>	<p>Free 10p per A4 sheet</p>
Information security policy	-	
Records management policies (records retention, destruction and archive)	-	
Data protection policies	-	
Schedule of charges (for the publication of information)	<p>Website Printed copy available from Parish Council Office</p>	<p>Free 10p per A4 sheet</p>

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>By inspection at the Parish Council Office</p>	<p>No Charge</p>
<p>Assets register</p>	<p>Website Printed copy from Parish Council Office</p>	<p>No Charge 10p per A4 sheet</p>
<p>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)</p>	<p>None held</p>	
<p>Register of members' interests</p>	<p>Website</p>	<p>Free</p>
<p>Register of gifts and hospitality</p>	<p>Parish Council Office</p>	<p>10p per A4 sheet</p>
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Allotments</p>	<p>Website Parish Council Office Allotment Noticeboard Allotment Handbook</p>	<p>Free</p>

Burial grounds and closed churchyards	-	
Community centres and village halls	Website Parish Council Office	Free
Parks, playing fields and recreational facilities	Website Parish Council Office	Free
Seating, litter bins, clocks, memorials and lighting	Parish Council Office	Free
Bus shelters	-	
Markets	-	
Public conveniences	-	
Agency agreements	-	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	-	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Quarterly Newsletter	Website Parish Council Office Delivered free to all dwellings within the Parish	Free

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 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the Parish Council