



Information available from Brundall Parish Council under the model publication scheme

| Information to be published | How the information can be obtained | Cost (B&W copy, excluding postage, emailed information is free) |
|---|-------------------------------------|--|
| <p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> | (hard copy and/or website) | 10p/sheet Free |
| Who's who on the Council and its Committees | Website Hard Copy | Free 10p/sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website Hard Copy | Free 10p/sheet |
| Location of main Council office and accessibility details | Website Hard Copy | Free 10p/sheet |
| Staffing structure | | |
| <p>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)</p> <p>Current and previous financial year as a minimum</p> | (hard copy and/or website) | |
| | Website Hard Copy | Free 10p/sheet |

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| Annual return form and report by auditor | Website Hard Copy | Free £2 |
| Finalised budget | Website Hard Copy | Free 10p/sheet |
| Precept | Website Hard Copy | Free 10p/sheet |
| Borrowing Approval letter | | |
| Financial Regulations | Website Hard Copy | Free 10p/sheet |
| Grants given and received | Hard Copy | 10p/sheet |
| List of current contracts awarded and value of contract | Hard Copy | 10p/sheet |
| Members' allowances and expenses | Hard Copy | 10p/sheet |
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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website) | 10p/sheet/Free |
| Parish Plan (current and previous year as a minimum) | | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | (hard copy or website) | 10p/sheet/Free |
| Quality status | | |
| Local charters drawn up in accordance with DCLG guidelines | | |
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| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | (hard copy or website) | 10p/sheetFree |

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| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website Hard Copy (future only) | Free 10p/sheet |
| Agendas of meetings (as above) | Website (current only) Hard Copy (2 years) | Free 10p/sheet |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Website (current year only) Hard Copy (2 years) | Free 10p/sheet |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hard Copy (2 years) | 10p/Sheet |
| Responses to consultation papers | Hard Copy (2 years) | 10p/Sheet |
| Responses to planning applications | Hard Copy (2 years) | 10p/Sheet |
| Bye-laws | | |
| Sound Recordings (nb this will exclude information that is properly regarded as private to the meeting). | CD Rom | £1 per CD Rom copy |
| 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) | 10p/sheet/Free |
| 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 | Website Hard Copy | Free 10p/sheet |
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| Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Risk Assessment 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) Grants Awarding Policy | Website Hard Copy | Free 10p/sheet |
| Information security policy | | |
| Records management policies (records retention, destruction and archive) | | |
| Data protection policies | | |
| Schedule of charges)for the publication of information) | Website Hard Copy | Free 10p/sheet |
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| Class 6 – Lists and Registers Currently maintained lists and registers only | (hard copy or website; some information may only be available by inspection) | 10p/sheetFree |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Website Hard Copy | Free 10p/sheet |
| Assets Register | Hard Copy | 10p/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) | Website Hard Copy | Free 10p/sheet |
| Register of members' interests | Hard Copy | 10p/sheet |
| Register of gifts and hospitality | | |
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| <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> | (hard copy or website; some information may only be available by inspection) | 10p/Sheet/Free |
| Allotments | | |
| Burial grounds and closed churchyards | Website Hard Copy | Free 10p/sheet |
| Community centres and village halls | | |
| Parks, playing fields and recreational facilities | Hard Copy | 10p/Sheet |
| Seating, litter bins, clocks, memorials and lighting | Hard Copy | 10p/Sheet |
| Bus shelters | Hard Copy | 10p/Sheet |
| Markets | | |
| Public conveniences | | |
| Agency agreements | | |
| 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 | Free 10p/sheet |
| Street Lighting | Website Hard Copy | Free 10p/sheet |
| <p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p> | | |
| Documents archived with Norfolk County Council Records Office | Please note that, in addition to the above information shown, a large amount of historical information regarding Brundall Parish Council is available for public viewing at Norfolk County | |

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| | Council Records Office, County Hall, Martineau Lane, Norwich, NR1 2DH. | |
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Contact details:

Please contact the Parish Clerk, Sharon Smyth, on:

Tel:07809 144342 (Monday to Friday 9.30 am and 12.30pm)

or

email: brundallparishcouncil@hotmail.co.uk

or

Write to:

Brundall Parish Council
PO Box 1196
Blofield
Norwich
NR13 4WR

SCHEDULE OF CHARGES

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

DRAFT Schedule of charges for information provided by Brundall Parish Council (November 2008)

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|-----------------------|--|--|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Approx actual cost |
| | Photocopying @ 20p per sheet (colour) | Approx actual cost |
| | Postage | Actual cost of Royal Mail standard 2nd class |
| Statutory Fees | Emailed information as attachments | FREE |
| | Information published on Website | FREE |
| | Provision of copies of non-confidential Parish Council legal documents currently held by solicitors. Cost to be advised on application | Actual cost incurred |
| | Cost to be advised on application | In accordance with the relevant legislation |