

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

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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Available on Website	Nil
Who's who on the Council and its Committees	On Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	On Website	
Location of main Council office and accessibility details	On Website	
Staffing structure	n/a	
<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>	On Website	
Annual return form and report by auditor	Via Clerk	£2.50

Finalised budget	On Website	
Precept	On Website	
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Via Clerk	£2.50
Grants given and received	Via Clerk	£2.50
List of current contracts awarded and value of contract	Via Clerk	£2.50
Members' allowances and expenses	n/a	
<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)	n/a	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	On website	
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	On Website	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	On Website	
Agendas of meetings (as above)	On Website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	On Website	

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Via Clerk	£2.50
Responses to consultation papers	Via Clerk	£2.50
Responses to planning applications	In Minutes on Website	
Bye-laws	n/a	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
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	Via Clerk	£2.50
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	Via Clerk	£2.50

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Via Clerk	FOC
Records management policies (records retention, destruction and archive)	Via Clerk	FOC
Data protection policies	Via Clerk	FOC
Schedule of charges (for the publication of information)	Via Clerk	FOC
<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)	Via Clerk	£2.50
Assets Register	Via Clerk	FOC
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	DDC	
Register of gifts and hospitality	DDC	
<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)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Contact Clerk	
Burial grounds and closed churchyards	Contact Church / Clerk	

Community centres and village halls	Contact	
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting	Contact clerk	
Bus shelters	Contact clerk	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	Contact clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: Clerk**

**Mr Steven Rolt c/o 34-36 High Street, Bruanston, Northants, NN11 7HR**  
**Tel 01788 890241 email [clerk@braunstonpc.org](mailto:clerk@braunstonpc.org)**

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ .p per sheet (black & white)	Actual cost *
	Photocopying @ .p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority