

Information available from Brympton Parish Council under the model publication scheme

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>	<p>Website Hard copy – contact Clerk</p>	<p>Free 5p</p>
Who's who on the Council	<p>Website Hard copy – contact Clerk</p>	<p>Free 5p</p>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Website Hard copy – contact Clerk</p>	<p>Free 5p</p>
Location of main Council office and accessibility details	Website	-
Staffing structure	None	-
<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>	<p>Website Hard copy – contact Clerk</p>	<p>Free 5p</p>

Annual return form and report by auditor	Website Hard copy – contact Clerk	Free 5p per sheet
Finalised budget	Website Hard copy – contact Clerk	Free 5p
Precept	Website Hard copy – contact Clerk	Free 5p
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Free 5p
Grants given and received	Website Hard copy – contact Clerk	Free 5p
List of current contracts awarded and value of contract	Website Hard copy – contact Clerk	Free 5p
Members' allowances and expenses	Website Hard copy – contact Clerk	Free 5p
Class 3 – What our priorities are and how we are doing (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)	Website Hard copy – contact Clerk	Free 5p
Quality status	Website Hard copy – contact Clerk	Free 5p
Local charters drawn up in accordance with DCLG guidelines	Website Hard copy – contact Clerk	Free 5p

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Website Hard copy – contact Clerk</p>	<p>Free 5p</p>
<p>Agendas of meetings (as above)</p>	<p>Website Hard copy – contact Clerk</p>	<p>Free 5p</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website Hard copy – contact Clerk</p>	<p>Free 5p</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website Hard copy – contact Clerk</p>	<p>Free 5p</p>
<p>Responses to consultation papers</p>	<p>Website Hard copy – contact Clerk</p>	<p>Free 5p</p>
<p>Responses to planning applications</p>	<p>Website Hard copy – contact Clerk</p>	<p>Free 5p</p>
<p>Bye-laws</p>	<p>n/a</p>	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference - N/A Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website Hard copy – contact Clerk</p>	<p>Free 5p</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services - N/A 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 Hard copy – contact Clerk</p>	<p>Free 5p</p>
<p>Information security policy</p>	<p>Website Hard copy – contact Clerk</p>	<p>Free 5p</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Website Hard copy – contact Clerk</p>	<p>Free 5p</p>
<p>Data protection policies</p>	<p>Website Hard copy – contact Clerk</p>	<p>Free 5p</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Website Hard copy – contact Clerk</p>	<p>Free 5p</p>

Class 6 – Lists and Registers		
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)	Website Hard copy – contact Clerk	Free 5p
Assets Register	Website Hard copy – contact Clerk	Free 5p
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 – contact Clerk	Free 5p
Register of members' interests	Hard copy – contact Clerk	Free 5p
Register of gifts and hospitality	Website Hard copy – contact Clerk	Free 5p
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	Website Hard copy – contact Clerk	Free 5p
Seating, litter bins, clocks, memorials and lighting	Website Hard copy – contact Clerk	Free 5p

Bus shelters	Website Hard copy – contact Clerk	Free 5p
Markets	n/a	
Public conveniences	n/a	
Agency agreements	Website Hard copy – contact Clerk	Free 5p
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Newslink	Website Hard copy – contact Clerk	Free 5p

Contact details: Mrs E M James, Clerk & Responsible Financial Officer
102 Monks Dale, Yeovil, Somerset, BA21 3JH
Te: 01935 424332 e-mail: clerk@brymptonparishcouncil.gov.uk
Meetings by appointment only – the Parish Council does not operate a Parish Office

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 @ .5.p per sheet (black & white)	Actual cost *
	Photocopying @ .5.p 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 public authority