

**Information available from Brympton Parish Council under the model publication scheme**

| <b>Information to be published</b>  | <b>How the information can be obtained</b> | <b>Cost</b>           |
|---|--|-----------------------|
| <b>Class1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br><br>This will be current information only  | Website<br>Hard copy – contact Clerk       | Free<br>10p           |
| Who's who on the Council  | Website<br>Hard copy – contact Clerk       | Free<br>10p           |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))  | Website<br>Hard copy – contact Clerk       | Free<br>10p           |
| Location of main Council office and accessibility details   | Website                                    | -                     |
| Staffing structure  | None                                       | -                     |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br><br>Current and previous financial year as a minimum | Website<br>Hard copy – contact Clerk       | Free<br>10p           |
| Annual return form and report by auditor  | Website<br>Hard copy – contact Clerk       | Free<br>10p per sheet |
| Finalised budget  | Website<br>Hard copy – contact Clerk       | Free<br>10p           |
| Precept   | Website                                    | Free                  |

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|--|--------------------------------------|-------------|
|  | Hard copy – contact Clerk            | 10p         |
| Borrowing Approval letter  | n/a                                  |             |
| Financial Standing Orders and Regulations  | Website<br>Hard copy – contact Clerk | Free<br>10p |
| Grants given and received  | Website<br>Hard copy – contact Clerk | Free<br>10p |
| List of current contracts awarded and value of contract  | Website<br>Hard copy – contact Clerk | Free<br>10p |
| Members' allowances and expenses   | Website<br>Hard copy – contact Clerk | Free<br>10p |
|  |                                      |             |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(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<br>Hard copy – contact Clerk | Free<br>10p |
| Quality status   | Website<br>Hard copy – contact Clerk | Free<br>10p |
| Local charters drawn up in accordance with DCLG guidelines   | Website<br>Hard copy – contact Clerk | Free<br>10p |
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| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)   |                                      |             |
| Current and previous council year as a minimum   |                                      |             |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)  | Website<br>Hard copy – contact Clerk | Free<br>10p |
| Agendas of meetings (as above)   | Website<br>Hard copy – contact Clerk | Free<br>10p |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.                           | Website<br>Hard copy – contact Clerk | Free<br>10p |

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| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.  | Website<br>Hard copy – contact Clerk | Free<br>10p |
| Responses to consultation papers   | Website<br>Hard copy – contact Clerk | Free<br>10p |
| Responses to planning applications   | Website<br>Hard copy – contact Clerk | Free<br>10p |
| Bye-laws   | n/a                                  |             |
|  |                                      |             |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br><br>Current information only  |                                      |             |
| Policies and procedures for the conduct of council business:<br><br>Procedural standing orders<br>Committee and sub-committee terms of reference - N/A<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements | Website<br>Hard copy – contact Clerk | Free<br>10p |
| Information security policy  | Website<br>Hard copy – contact Clerk | Free<br>10p |
| Records management policies (records retention, destruction and archive)   | Website<br>Hard copy – contact Clerk | Free<br>10p |
| Data protection policies   | Website<br>Hard copy – contact Clerk | Free<br>10p |
| Schedule of charges (for the publication of information)   | Website<br>Hard copy – contact Clerk | Free<br>10p |
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| <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)                       | Website<br>Hard copy – contact Clerk   | Free<br>10p |
| Assets Register  | Website<br>Hard copy – contact Clerk   | Free<br>10p |
| 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<br>Hard copy – contact Clerk   | Free<br>10p |
| Register of members' interests   | Hard copy – contact Clerk  | Free<br>10p |
| Register of gifts and hospitality  | Website<br>Hard copy – contact Clerk   | Free<br>10p |
|  |  |             |
| <b>Class 7 – The services we offer</b><br>(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 Brympton Allotments Association   | n/a  |             |
| Burial grounds and closed churchyards  | n/a  |             |
| Community centres and village halls  | n/a  |             |
| Parks, playing fields and recreational facilities  | Website<br>Hard copy – contact Clerk   | Free<br>10p |
| Seating, litter bins, clocks, memorials and lighting   | Website<br>Hard copy – contact Clerk   | Free<br>10p |
| Bus shelters   | Website<br>Hard copy – contact Clerk   | Free<br>10p |
| Markets  | n/a  |             |
| Public conveniences  | n/a  |             |
| Agency agreements  | Website<br>Hard copy – contact Clerk   | Free<br>10p |

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|---|--------------------------------------|-------------|
| 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><br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above |                                      |             |
| Newslink – free to parishioners   | Website<br>Hard copy – contact Clerk | Free<br>10p |

**Contact details: Mrs E M James**, Clerk & Responsible Financial Officer  
The Parish Office, Abbey Community Centre, The Forum, Abbey Manor Park, Yeovil, BA21 3TL  
Te: 01935 424332 e-mail: clerk@brymptonparishcouncil.gov.uk

### 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  |
|--------------------------|--|--|
| <b>Disbursement cost</b> | Photocopying @ 10p per sheet (black & white) – minimum charge £1 | Actual cost *  |
|                          | Photocopying @ 10p per sheet (colour) – minimum charge £1        | 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) |
|                          |  |  |
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|                          |  |  |

\* the actual cost incurred by the public authority

Reviewed 25<sup>th</sup> July 2018

Review Date: June 2019