

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

May 2016

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>	<p>Brilley Parish Website</p> <p>Hard copy from Clerk</p>	<p>Free</p> <p>10p per sheet</p>
<p>Who's who on the Council and its Working Groups</p>	<p>Brilley Parish Website</p> <p>Hard copy from Clerk</p>	<p>Free</p> <p>10p per sheet</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Brilley Parish Website</p> <p>Hard copy from Clerk – Clerk's details on website and below</p>	<p>Free</p> <p>10p per sheet</p>
<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>Annual return form and report by auditor</p>	<p>Brilley Parish Website</p> <p>Hard copy from Clerk</p>	<p>Free</p> <p>10p per sheet</p>
<p>Finalised budget</p>	<p>Hard copy from Clerk</p>	<p>10p per sheet</p>

Precept letter	Hard copy from Clerk	10p per sheet
Financial Regulations and Standing Orders	Brilley Parish Website	Free
	Hard copy from Clerk	10p per sheet
Grants given and received	Hard copy from Clerk	10p per sheet
Members expenses	Hard copy from Clerk	10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Parish Meeting Report (current and previous year as a minimum)	Brilley Parish Website	Free
	Hard copy from Clerk	10p per sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council and parish meetings)	Brilley Parish Website Church Notice Board Village Hall Notice Board	Free Free Free
Agendas of meetings (as above)	Brilley Parish Website Church Notice Board Village Hall Notice Board	Free Free Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Brilley Parish Website	Free
	Hard copy from Clerk	10p per sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk	10p per sheet
Responses to consultation papers	Hard copy from Clerk	10p per sheet
Responses to planning applications	Hard copy from Clerk	10p per sheet

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business:  Standing orders Code of Conduct Policy statements	) Brilley Parish Website ) ) Hard copy from Clerk	) Free ) ) 10p per sheet
Policies and procedures for the provision of services and about the employment of staff:  Equality opportunity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	) Brilley Parish Website ) ) Hard copy from Clerk )	) Free ) ) 10p per sheet )
Schedule of charges (for the publication of information)	Brilley Parish Website  Hard copy from Clerk	Free  10p per sheet
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(some information may only be available by inspection)	
Any publicly available register or list (eg. Electoral Register)	Inspection via Clerk	Free
Assets Register	Hard copy from Clerk	10p per sheet
Register of members' interests	Brilley Parish Website  Hard copy from Clerk	Free  10p per sheet

<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)	(some information may only be available by inspection)	
Maintenance records	Not applicable	
Agency agreements	Not applicable	
<b>Additional Information</b>		

**Contact details: Alison Sutton, Parish Clerk, 7 John Davies Place, Westcroft, Leominster, Herefordshire, HR6 8JD. Tel: 07789 322771. Email: [brilleypc@gmail.com](mailto:brilleypc@gmail.com)**

#### 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/printing @ 10p per sheet (black & white or colour)	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

Signed:

Dated:

Chairman of Brilley Parish Council