

Information available from Bruisyard Parish/Community 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>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> | <p>Website – www.bruisyard.com</p> <p>Hard copy – contact clerk</p> | <p>Free 50p per sheet</p> |
| Who's who on the Council and its Committees | <p>Website</p> <p>Hard copy – contact clerk</p> | <p>Free 50p per sheet</p> |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | <p>Website</p> <p>Hard copy – contact clerk</p> | <p>Free 50p per sheet</p> |
| Location of main Council office and accessibility details | <p>Website</p> <p>Hard copy – contact clerk</p> | <p>Free 50p per sheet</p> |
| Staffing structure | <p>Website</p> <p>Hard copy – contact clerk</p> | <p>Free 50p per sheet</p> |

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| <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 – www.bruisyard.com Hard copy – contact clerk</p> | <p>Free 50p per sheet</p> |
| <p>Annual return form and report by auditor</p> | <p>Website Hard copy – contact clerk</p> | <p>Free 50p per sheet</p> |
| <p>Finalised budget</p> | <p>Website Hard copy – contact clerk</p> | <p>Free 50p per sheet</p> |
| <p>Precept</p> | <p>Website Hard copy – contact clerk</p> | <p>Free 50p per sheet</p> |
| <p>Borrowing Approval letter</p> | <p>Not Applicable</p> | |
| <p>Financial Standing Orders and Regulations</p> | <p>Website Hard copy – contact clerk</p> | <p>Free 50p per sheet</p> |
| <p>Grants given and received</p> | <p>Website Hard copy – contact clerk</p> | <p>Free 50p per sheet</p> |
| <p>List of current contracts awarded and value of contract</p> | <p>Hard copy – contact clerk</p> | <p>50p per sheet</p> |
| <p>Members' allowances and expenses</p> | <p>Website Hard copy – contact clerk</p> | <p>Free 50p per sheet</p> |
| <p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Parish Plan (current and previous year as a minimum)</p> | <p>Website – www.bruisyard.com</p> | |
| <p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p> | <p>Website Hard copy – contact clerk Website Hard copy – contact clerk</p> | <p>Free 50p per sheet Free 50p per sheet</p> |

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| Quality status | Not applicable | |
| Local charters drawn up in accordance with DCLG guidelines | Not applicable | |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | Website – www.bruisyard.com Hard copy – contact clerk | Free 50p per sheet |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website Hard copy – contact clerk | Free 50p per sheet |
| Agendas of meetings (as above) | Website Hard copy – contact clerk | Free 50p per sheet |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Website Hard copy – contact clerk | Free 50p per sheet |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hard copy – contact clerk | |
| Responses to consultation papers | Hard copy – contact clerk | 50p per sheet |
| Responses to planning applications | Hard copy – contact clerk | 50p per sheet |
| Bye-laws | Not applicable | |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | Website – www.bruisyard.com | |
| Policies and procedures for the conduct of council business: | Website | Free |

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| Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements | Hard copy – contact clerk | 50p per sheet |
| 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 Complaints procedures (including those covering requests for information and operating the publication scheme) | Hard copy – contact clerk | 50p per sheet |
| Information security policy | Hard copy – contact clerk | 50p per sheet |
| Records management policies (records retention, destruction and archive) | Hard copy – contact clerk | 50p per sheet |
| Data protection policies | Hard copy – contact clerk | 50p per sheet |
| Schedule of charges)for the publication of information) | Website Hard copy – contact clerk | Free 50p per sheet |
| Class 6 – Lists and Registers Currently maintained lists and registers only | Website – www.bruisyard.com | |
| Any publicly available register or list | Not applicable | |

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| Assets Register | Website Hard copy – contact clerk | Free 50p per 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) | Hard copy – contact clerk | 50p per sheet |
| Register of members' interests | Hard copy – contact clerk | 50p per sheet |
| Register of gifts and hospitality | Hard copy – contact clerk | 50p per sheet |
| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | Website – www.bruisyard.com | |
| Current information only | | |
| Allotments | Not applicable | |
| Burial grounds and closed churchyards | Not applicable | |
| Community centres and village halls | Not applicable | |
| Parks, playing fields and recreational facilities | Website Hard copy – contact clerk | Free 50p per sheet |
| Seating, litter bins, clocks, memorials and lighting | Website Hard copy – contact clerk | Free 50p per sheet |
| Bus shelters | Not applicable | |
| Markets | Not applicable | |
| Public conveniences | Not applicable | |
| Agency agreements | Not applicable | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Not applicable | |
| Additional Information | | |

Contact details: Anne Smith – Clerk Bruisyard PC
Church Farm
Church Road
Bruisyard
Saxmundham
IP17 2FE
email: clerk@bruisyard.com
phone: 01728 638793

SCHEDULE OF CHARGES

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|----------------------------------------------|------------------------------------------------------------------------|
| Disbursement cost | Photocopying @ 50p per sheet (black & white) | Actual cost 50p |
| | Photocopying @ £1 per sheet (colour) | Actual cost £1 |
| | Postage - 2 nd class postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| Other | | |
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