

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>

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

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

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	

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		