

# **Bradenham Parish Council**

## **Guide to information under the Model Publication Scheme**

### **Information to be published    How the information can be obtained**

*N.B.* Hard copies are available from the Clerk.    Costs contact Clerk

#### **Class 1 - Who we are and what we do** (Organisational information, structures, locations and contacts)

This will be current information only. Bradenham Parish Council Website or request to Clerk.

Costs contact Clerk

**Who's who on the Council and its Committees** Bradenham Parish Council Website or request to Clerk

**Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))** Bradenham Parish Council Website or request to Clerk.

#### **Location of main Council office and accessibility details**

The PC's office is located in the Clerks home. Meetings by appointment only

**Staffing structure** Clerk is sole employee

**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) Bradenham Parish Council Website

**Current and previous financial year as a minimum** Bradenham Parish Council Website

**Annual return form and report by auditor** Bradenham Parish Council Website

**Finalised budget** Bradenham Parish Council Website

**Finalised budget** On request to Clerk

**Precept** On request to Clerk

**Financial Standing Orders and Regulations** Bradenham Parish Council Website

**Grants given and received** On request to Clerk

**List of current contracts awarded and value of contract** On request to Clerk – Hardcopy

**Members' allowances and expenses** Chairman only – On request to Clerk

#### **Class 3 – What our priorities are and how we are doing**

**(Strategies and plans, performance indicators, audits, inspections and reviews)**

(hard copy or website)    Costs contact Clerk

**Neighbourhood Plan** N/A

**Annual Report to Parish or Community Meeting (current and previous year as a minimum)**

**Quality status** N/A

**Local charters drawn up in accordance with DCLG guidelines** N/A

#### **Class 4 – How we make decisions (Decision making processes and records of decisions)**

**Current and previous council year as a minimum)**

(hard copy or website)    Costs contact Clerk

**Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)**

Bradenham Parish Council Website

**Agendas of meetings (as above)** Bradenham Parish Council Website

**Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.** Bradenham Parish Council Website

**Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.** On request to Clerk as long as not confidential

**Responses to consultation papers** Refer to relevant minutes

**Responses to planning applications** Refer to relevant minutes

**Bye-laws for Village Green** (hard copy or website) Costs contact Clerk

**Class 5 – Our policies and procedures**

**(Current written protocols, policies and procedures for delivering our services and responsibilities)**  
(E-mail or website) Costs contact Clerk

**Policies and procedures for the conduct of council business:**

**Procedural standing orders, Delegated authority in respect of officers, Code of Conduct AND Policy Statements** Either website or hardcopy or e-mail Costs contact Clerk

**Policies and procedures for the provision of services and about the employment of staff:**

**Internal instructions to staff and policies relating to the delivery of services**

**Health and safety policy, Recruitment policies (including current vacancies)**

**Equality and diversity policy** Hardcopy or e-mail Costs contact Clerk

**Policies and procedures for handling requests for information. Complaints procedures (including those covering requests for information and operating the publication scheme)**

FOI requests by e-mail or hardcopy

**Information security policy** Detailed in GDPR policy

**Data protection policies** Detailed in GDPR policy

**Schedule of charges (for the publication of information** Costs contact Clerk

**Class 6 – Lists and Registers**

**Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)** N/A

**Assets register** For inspection only from the Clerk

**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)** Not yet available

**Register of members' interests** Apply to Clerk

**Register of gifts and hospitality** Apply to Clerk

**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) Costs contact Clerk

**Allotments** Bradenham Charity

**Burial grounds and Churchyards** Bradenham Parochial Council

**Community centres and village halls** Village Hall Committee

**Parks, playing fields and recreational facilities** Contact Clerk via e-mail

**Seating, litter bins, clocks, memorials and lighting** Contact Clerk via e-mail

**Bus shelters** N/A

**Additional Information**

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

**Clerk**

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