

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

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> Brampton Parish Council information, locations and contacts	Notice boards: Memorial Centre High Street West End GP Surgery Laws Crescent  Website  Hard copy – contact Clerk	Nil      Nil  10p per sheet
Who's who on the Council	Notice boards  Website  Hard copy – contact Clerk	Nil  Nil  10p per sheet
and its Committees	Hard copy – contact Clerk	10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Notice boards  Website  Hard copy – contact Clerk	Nil  Nil  10p per sheet

Location of main Council office and accessibility details	Notice boards	Nil
	Website	Nil
	Hard copy – contact Clerk	10p per sheet
Staffing structure	Hard copy – contact Clerk	10p per sheet
<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	Hard copy – contact Clerk	
Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy – contact Clerk	10p per sheet
Finalised budget	Hard copy – contact Clerk	10p per sheet
Precept	Hard copy – contact Clerk	10p per sheet
<del>Borrowing Approval letter</del>	-	-
Financial Standing Orders and Regulations	Hard copy – contact Clerk	10p per sheet
Grants given and received	Hard copy – contact Clerk	10p per sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p per sheet
Members' allowances and expenses	Hard copy – contact 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	Hard copy – contact Clerk	10p per sheet
<del>Parish Plan (current and previous year as a minimum)</del>	-	-
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – contact Clerk	Nil 10p per sheet
<del>Quality status</del>	-	-
<del>Local charters drawn up in accordance with DCLG guidelines</del>	-	-
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions  Current and previous council year as a minimum	Hard copy – Contact Clerk	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy – Contact Clerk	10p per sheet
Agendas of meetings (as above)	Hard copy – Contact Clerk	10p 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	Nil 10p 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	10p per sheet
Responses to consultation papers	Hard copy – Contact Clerk	10p per sheet

Responses to planning applications	Hard copy – Contact Clerk	10p per sheet
Bye-laws	Hard copy – Contact Clerk	10p per sheet
<p><b>Class 5 – Our policies and procedures</b>  Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>	Hard copy – contact Clerk	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	Hard copy – contact Clerk	10p per sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	Hard copy – contact Clerk	10p per sheet

Information security policy	Hard copy – contact Clerk	10p per sheet
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	10p per sheet
Data protection policies	Hard copy – contact Clerk	10p per sheet
Schedule of charges (for the publication of information)	Hard copy – contact Clerk	10p per sheet
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	By inspection	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	By inspection	
Assets Register	By inspection	
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)	By inspection	
Register of members' interests	By inspection	
Register of gifts and hospitality	By inspection	
<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	Hard copy – contact Clerk	
Current information only		
Allotments	Hard copy – contact Clerk	10p per sheet
Burial grounds and closed churchyards	Hard copy – contact Clerk	10p per

		sheet
Community centres and village halls	Hard copy – contact Clerk	10p per sheet
Parks, playing fields and recreational facilities	Hard copy – contact Clerk	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk	10p per sheet
Bus shelters	Hard copy – contact Clerk	10p per sheet
<del>Markets</del>	-	-
<del>Public conveniences</del>	-	-
Agency agreements	Hard copy – contact Clerk	10p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy – contact Clerk	10p per sheet
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

## Contact details:

Clerk to the Council: Janet Innes-Clarke  
Assistant Clerk to the Council: Ramune Mimiene  
Chairman to the Council: Mike Shellens

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## 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
Disbursement cost	Photocopying @ 10p per sheet (black & white)	More than 10p
	Photocopying @ 20p per sheet (colour)	More than 20p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class – 27p or more according to weight
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

