

## INFORMATION AVAILABLE FROM BUGBROOKE PARISH/COMMUNITY COUNCIL UNDER THE MODEL PUBLICATION SCHEME

<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>	The full list of parish councillors is available at the parish office and on the Bugbrooke Link Website	Free on website. 1p per side of copying from parish office (black and white).
Who's who on the Council and its Committees	Available as above	As above
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Available as above	As above
Location of main Council office and accessibility details	Parish Office, Camp Close, Bugbrooke, NN7 3 RW	
Staffing structure	Parish Clerk is the clerk and responsible financial officer. There is one other employee, the link person, who collects litter on a part time basis	
<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) Current and previous financial year as a minimum</p>	The budgets and audit papers for all years are kept at the parish office, and are available as above, on prior appointment	Cost 1p per side as above.
Annual return form and report by auditor	Held at parish office	As Above
Finalised budget	As above	As above
Precept	As above	As above
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Held at parish office	As above
Grants given and received	Details held at office	
List of current contracts awarded and value of contract	Details held at office	
Members' allowances and expenses – (N/A/ at present	Details held at office	
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Held at parish office and was delivered around the village	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Held at parish office	

Local charters drawn up in accordance with DCLG guidelines	N/A	
<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 or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Published on the website and on noticeboards	As above
Agendas of meetings (as above)	As above	As above
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	As above, and also kept in parish office	As above
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Held at parish office	As above
Responses to consultation papers	Held at parish office	As above
Responses to planning applications	Held at parish office	As above
Bye-laws	Held at parish office	As above
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	All held at parish office	All as above
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)	Any which exist are held at the parish office	All as above
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	N/A	
Schedule of charges )for the publication of information)	10per side	

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Electoral Register held in parish office	N/A
Assets Register	Held in parish office	10p per side, as above
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)	N/A	
Register of members' interests	Held in parish office	
Register of gifts and hospitality	Held in parish office	
<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) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Enquiries are forwarded to the Allotment Association	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Enquiries are forwarded to the Community Centre Manager	
Parks, playing fields and recreational facilities	Enquiries are forwarded to the relevant organisations	
Seating, litter bins, clocks, memorials and lighting	Relevant information is held at the parish office	1p per sheet as above
Bus shelters	As above	N/A
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: Sally Bramley-Brown, Parish Clerk, Parish Office, Camp Close, Bugbrooke, NN7 3RW. Phone 01604 832838; email bugbrookepc@btconnect.com**

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 6p per side (black & white)	Actual cost .1.2p per side, plus rental of machine plus paper cost
	Photocopying @ 14p per side (colour)	Actual cost: 5.8 per side plus rental plus paper cost
	Postage	Actual cost of Royal Mail standard 1st class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority

Signed ..... Date .....

..... Date .....