

## Broadwell Parish Council

### Information available from Broadwell 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> (This will be current information only)		
Who's who on the Council	Noticeboards + Website	Free
Contact details for Parish Clerk and Council members	Noticeboards +Website	Free
Location of main Council office and accessibility details	Not applicable	
Staffing structure – one staff (clerk)	Not applicable	
<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		
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Website	Free
Members' allowances and expenses	Not applicable	

## Broadwell Parish Council

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	No plan	
Annual Report to Parish or Community Meeting	Website	Free
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) - Current and previous council year		
Timetable of meetings – The next meeting date is agreed at the previous meeting	Website or noticeboards	Free
Agendas of meetings (as above)	Website or noticeboards	Free
Minutes of meetings (as above) – NB* this will exclude information that is properly regarded as private to the meeting.	Website or noticeboards	Free
Reports presented to council meetings – NB* this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	Hard copy	20p per sheet
Responses to planning applications	Via District Council Website or minutes via Parish Council website	Free
Bye-laws	Not applicable	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) - Current information only		

## Broadwell Parish Council

<p><b>Policies and procedures for the conduct of council business:</b></p> <p>Procedural Standing Orders          Committee and sub-committee terms of reference <b>*Not applicable</b>          Delegated authority in respect of officers <b>*Not applicable</b>          Code of Conduct          Policy statements relating to the provision of services e.g., Filming and Recording at meetings, Complaints, Access to Information          Policy statements relating to data protection          Policy statements relating to employment          Policy statements relating to the delivery of services e.g., Health and Safety, Covid, Data retention records</p>	Website	Free
<p><b>Class 6 – Lists and Registers</b>          Currently maintained lists and registers only</p>	Hard copy, some information may only be available by inspection)	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	Not applicable	
<p>Asset Register &amp; Location of Public Land</p>	Website	Free
<p>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)</p>	Not applicable	
<p>Register of members’ interests</p>	Held at Borough council. Link available on website	Free
<p>Register of gifts and hospitality</p>	Not applicable	
<p><b>Class 7 – The service we offer</b>          Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only</p>	Hard copy (some information may only be available by inspection)	
<p>Allotments</p>	Not applicable	

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Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Via clerk	Free
Bus shelters	Via clerk	Free
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	
<b>Additional Information:</b> Information not published under this scheme can be requested in writing, when its provision will be considered in accordance with the Freedom of Information Act 2000. If you plan to re-use our information, certain rules apply under the "Re-use of Public Sector Information Regs 2015". Please make your request for re-use, stating your name, address, specifying the information you wish to re-use and for what purpose.	Via Clerk	As per below costings

**Contact details:** Debbie Braiden: Clerk to Broadwell Parish Council, **Email:** clerk@broadwellpc.org

### **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
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white)	*Actual cost
	Photocopying @ 25p per sheet (colour)	*Actual cost
	Postage	*Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\*Actual cost to council