

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 |
|--|-------------------------------------|------|
| Class1 - Who we are and what we do (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 | |
| 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) - 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

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| Class 3 – What our priorities are and how we are doing (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 | |
| Class 4 – How we make decisions (Decision-making processes and records of decisions) - Current and previous council year | | |
| A timetable of meetings – Every second Wednesday in every other month | 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 planning page and or minutes via the Parish Council website | Free |
| 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 | | |

Broadwell Parish Council

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| <p>Policies and procedures for the conduct of council business:</p> <p>Procedural Standing Orders Committee and sub-committee terms of reference *Not applicable Delegated authority in respect of officers *Not applicable 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>Class 6 – Lists and Registers 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 & 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>Class 7 – The service we offer 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 | |

Broadwell Parish Council

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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 | |
| Additional Information: 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 |
|--------------------------|--|--|
| Disbursement cost | Photocopying @ 20p per sheet (black & white) | *Actual cost |
| | Photocopying @ 25p per sheet (colour) | *Actual cost |
| | Postage | *Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation (quote the appropriate actual statute) |
| Other | | |

*Actual cost to council