

Information available from Brinsworth Parish under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website / Notice Boards	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
<p>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</p>		
Annual return form and report by auditor	Website	Free
Finalised budget	Available upon request	Free email, hard copy chargeable.
Precept	Available upon request	Free email, hard copy chargeable.
Borrowing Approval letter	Available upon request	Free email, hard copy chargeable.
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website (if applicable)	Free
List of current contracts awarded and value of contract	Website	Free
Members' allowances and expenses	Website (if applicable)	Free

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum</p>		
Parish Plan (current and previous year as a minimum)	Website	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available upon request	Free email, hard copy chargeable.
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website / Notice Boards	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings –NB this will exclude information that is properly regarded as private to the meeting.	Available upon request	Free email, hard copy chargeable.
Responses to consultation papers	Available upon request	Free email, hard copy chargeable.
Responses to planning applications	Available upon request	Free email, hard copy chargeable.
Bye-laws	Available upon request	Free email, hard copy chargeable.
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website	Free
Committee and sub-committee terms of reference	N/A	

Delegated authority in respect of officers	On request	Free email, hard copy chargeable.
Code of Conduct	Website	Free
Policy statements	N/A	
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	Available on request	Free email, hard copy chargeable.
Equality and diversity policy	Website	Free
Health and safety policy	Website	Free
Recruitment policies (including current vacancies)	Website	Free
Policies and procedures for handling requests for information	Website	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	Free
Information security policy	Website	Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	See Below	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
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	Website	Free
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)	Available on request	Free email, hard copy chargeable.
Register of members' interests	Website	Free
Register of gifts and hospitality	Available on request	Free email, hard copy chargeable.

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		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Available on request	Free email, hard copy chargeable.
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Contact details:

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The Pavilion Offices
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Brinsworth
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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 @ 0.10p per sheet (black & white)	Actual cost *
	Photocopying @ 0.25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority