



INFORMATION AVAILABLE FROM BRANTHAM PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class 1 – who we are and what we do		
Current information only: • Parish Council and its Committees Structure Chart • Contact details for Parish Clerk and Assistant Clerk • Contact details (in accordance with GDPR) for Council members • Details of accessibility to Parish Council	Available free on website address: www.branthamparishcouncil.gov.uk Available free as hard copy from Clerk	see below **
Location of Parish Council Office and accessibility details	Parish Council Office Thornfield Cottage Windmill Road, Bradfield CO11 2QW For an appointment to see the Clerk email: clerk@branthamparishcouncil.gov.uk or call 01206 645111	
Staffing Structure	Clerk to the Council Assistant Clerk Village Hall Manager Litter Picker x 3	
Class 2 – What we spend and how we spend it		
• Current and previous financial year's accounts • Annual Governance and Accountability Return Form • Internal and External Auditors Return Form • Finalised Budget • Precept Details • Financial Regulations • CIL reporting: ○ CIL Income received ○ CIL expenditure incurred • Grants received • Grants given including:	Available free on website: www.branthamparishcouncil.gov.uk or hard copy from Clerk*	see below **

○ Support to Village Organisations for Open Spaces maintenance ○ Support to Brantham Village Hall ○ Grants or donations to local groups ○ Grants relating to CIL expenditure • Members allowances and expenses • List of contracts awarded and value of contract		
Class 3 – What our priorities are and how we are doing		
• Annual Report to Parish Meeting • Surveys • Brantham 2034 Business Plan	Available free on website or from Clerk*	see below **
Class 4 – How we make decisions		
• Timetable of Parish Council meetings for current year which will include: ○ Full Council meetings ○ Finance Committee meetings • Agendas of all meetings – Council and Committee • Minutes of all meetings – Council and Committee (this will exclude anything that is properly regarded as private to the meeting) • Reports presented to meetings – Council and Committee (this will exclude information that is regarded as private to the meetings)	Available free on website or from the Clerk*	see below **
• Responses to consultation papers	On request to the Parish Clerk*	See below *
• Responses to planning applications	Included with the minutes of on the Local Planning Authority's website	see below *
Class 5 – Our policies and procedures		
• Procedural Standing Orders • Financial Regulations • BPC Committees/Sub-Committees etc Terms of Reference • Code of Conduct (included in Standing Orders)	Available free on website or from the Clerk*	see below *
• Policies relating to the Employment of Staff	Available free on website or from the Clerk*	See below **
• Policies for Handling Request for Information	“	“
• Policies for Handling Accidents and Health and Safety	“	“
• Complaints Procedure and Policy	“	“
• Media & Reporting Protocol Policies	“	“
• Records Management Policies	“	“

• Protocol for Public Participation in meetings	“	“
• Data Protection Policies	“	“
• Policies for dealing with the handling of Personal Data	“	“
• Privacy notices	“	“
• Schedule of Charges for the publication of information	Attached to this register	“
Class 6 – Lists and Registers		
• Assets Register • Register of Members’ Interests • Register of Gifts and Hospitality	On website or on request to the Parish Clerk* Link available via website On request to the Parish Clerk	See below ** See below **
• Disclosure Log (indicating the information that has been provided in response to requests)	On request to the Clerk	See below **
• Leases and Sub-Leases held	On request to the Parish Clerk	See below **
• Planning Registers	On website or on request to the Parish Clerk*	See below **
Class 7 – The Services we offer		
• Provision and maintenance of Receptions Grounds/play areas • Provision and maintenance of Bus Shelters • Emptying of Litter Bins and Dog Bins • Litter clearance • Funding of the provision and maintenance of Street Lighting • Provision and maintenance of seating in open areas • Hedge Cutting and Verge Clearance on parish-maintained land • Provision of speed monitoring devices • Maintenance of trees and hedgerows within the ownership of the Parish Council • Provision, maintenance and supervision of CCTV on land or premises maintained by the Parish Council on the Lower Playing Field, Merriam Close Play Area and Gravel Pit Lane Play area • Provision and maintenance of assets contained with the Council’s Fixed Asset Register	Details and information on request to the Parish Clerk	See below **

Contact details: **Sarah Keys, Clerk & RFO, Brantham Parish Council, Thornfield Cottage, Windmill Road, Bradfield, CO11 2QW.**
Tel. 01206 645111,
email: clerk@branthamparishcouncil.gov.uk

SCHEDULE OF CHARGES – where applicable

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE – cost of stationary & admin time
Disbursement costs	Photocopying @ £1 first sheet and then 10p per sheet (black and white) or 15p per sheet (colour)	Actual Costs
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* hard copy will incur a fee – see table above

** the actual cost incurred by the public authority

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