

Information available from Brilley Parish Council under the model publication scheme

September 2019

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Brilley Parish Council Website	Free
This will be current information only	Hard copy from Clerk	10p per sheet plus postage
Who's who on the Council and its Working Groups	Brilley Parish Council Website	Free
	Hard copy from Clerk	10p per sheet plus postage
Contact details for Parish Clerk and Council members	Brilley Parish Council Website	Free
	Hard copy from Clerk – Clerk's details on website and below	10p per sheet plus postage
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)		
Annual return form and report by auditor	Brilley Parish Council Website	Free
	Hard copy from Clerk	10p per sheet plus postage
Finalised budget	Hard copy from Clerk	10p per sheet plus postage
Precept letter	Hard copy from Clerk	10p per sheet plus postage

Financial Regulations and Standing Orders	Brilley Parish Council Website Hard copy from Clerk	Free 10p per sheet plus postage
Grants given and received	Hard copy from Clerk	10p per sheet plus postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Parish Meeting Report (current and previous year as a minimum)	Brilley Parish Council Website Hard copy from Clerk	Free 10p per sheet plus postage
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council and parish meetings)	Brilley Parish Council Website Church Notice Board Village Hall Notice Board	Free Free Free
Agendas of meetings (as above)	Brilley Parish Council Website Church Notice Board Village Hall Notice Board	Free Free Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Brilley Parish Council Website Hard copy from Clerk	Free 10p per sheet plus postage
Briefing reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Brilley Parish website Hard copy from Clerk	Free 10p per sheet plus postage
Responses to consultation papers	Brilley Parish Council Website (in minutes) Hard copy from Clerk	Free 10p per sheet plus postage

Responses to planning applications	Brilley Parish Council Website (in minutes) Hard copy from Clerk	Free 10p per sheet plus postage
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: Standing orders Code of Conduct Policy statements	) Brilley Parish Council Website)) Hard copy from Clerk	) Free)) 10p per sheet plus postage
Policies and procedures for the provision of services and about the employment of staff, volunteers and contractors: Equality opportunity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	) Brilley Parish Council Website)) Hard copy from Clerk)	) Free)) 10p per sheet plus postage
Schedule of charges (for the publication of information)	Brilley Parish Council Website Hard copy from Clerk	Free 10p per sheet plus postage
Class 6 – Lists and Registers Currently maintained lists and registers only	(some information may only be available by inspection on request to Herefordshire Council)	
Any publicly available register or list (eg. Electoral Register)	Inspection via Clerk	Free
Assets Register	Brilley Parish Council Website	Free

	Hard copy from Clerk	10p per sheet plus postage
Register of members' interests	Brilley Parish Council Website Hard copy from Clerk	Free 10p per sheet plus postage
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(some information may only be available by inspection)	
Maintenance records	Not applicable	
Agency agreements	Not applicable	
Additional Information		

**Contact details: Alison Sutton, Parish Clerk, 7 John Davies Place, Westcroft, Leominster, Herefordshire, HR6 8JD. Tel: 07789 322771.
Email: clerk@brilley-pc.gov.uk**

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/printing @ 10p per sheet (black & white or colour)	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2 nd class

Signed:


 Chair, Brilley Parish Council

Dated:

10/9/19

Review date: by October 2020