



Publication Scheme

Information available from Brickhill Parish Council under the model publication scheme

Contact Details:

**The Clerk to the Council
Brickhill Parish Council
C/O St Mark's Church and Community Centre
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01234 271708**

www.brickhillparishcouncil.gov.uk

Email: clerk @brickhillparishcouncil.gov.uk

Public: The office at St Mark's Church and Community Centre. Please contact the Clerk by telephone or e-mail to ensure that an appropriate time to attend can be arranged.

GUIDE TO PUBLISHED INFORMATION

Brickhill Parish Council tries to be open and transparent in all its activities. This guide aims to help you find information about the Council and its business which is provided in different places. If you cannot find the information you want or you need printed copies please contact the Clerk for assistance.

Information available:

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)</p> <p>This will be current information only.</p>	(hard copy or website)	
Who's who on the Council and its Committees	Website Parish Noticeboards (Avon Drive, Brickhill Drive, Waveney Green, Ashmead Road) Printed Copy from Parish Council Office Quarterly newsletter (when available)	No Charge No Charge 10p per A4 sheet No Charge
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Parish Noticeboards (Avon Drive, Brickhill Drive, Waveney Green, Ashmead Road) Printed Copy from Parish Council Office	No Charge No Charge 10 per A4 sheet

	Quarterly newsletter (when available)	No Charge
Location of main Council office and accessibility details	Website Parish Noticeboards (Avon Drive, Brickhill Drive, Waveney Green, Ashmead Road) Hard Copy from Parish Council Office Quarterly newsletter	No Charge No Charge 10p per A4 sheet No Charge
Staffing structure	Website Printed Copy from Parish Council Office	No Charge 10p per A4 sheet
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	(hard copy or website)	
Annual return form and report by auditor	Printed Copy from Parish Council Office Printed Copy displayed on Parish Council Noticeboards annually at time of audit Website	10p per A4 sheet No Charge No Charge
Finalised budget	Website Printed Copy from Parish Council Office	No Charge 10p per A4 sheet

Precept	Website Printed Copy from Parish Council Office	No Charge 10p per A4 sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Hard Copy from Parish Council Office	No Charge 10p per A4 sheet
Grants given and received	Website Printed Copy from Parish Council Office	No Charge 10p per A4 sheet
List of current contracts awarded and value of contract	Website Printed Copy from Parish Council Office	No Charge 10p per A4 sheet
Members' allowances and expenses	Printed information from Parish Council Office	10p per A4 sheet
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	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	-	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Printed Copy from Parish Council Office	Free 10p per A4 sheet
Quality status	Website	Free

	Printed Copy from Parish Council Office	10p per A4 sheet
Local charters drawn up in accordance with DCLG guidelines	-	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Parish Council Notice Boards Website Printed Copy available from Parish Council Office	No Charge No Charge 10p per A4 sheet
Agendas of meetings (as above)	Parish Council Notice Boards Website Printed Copy available from Parish Council Office	No Charge No Charge 10p per A4 sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Printed Copy available from Parish Council Office	No Charge 10p per A4 sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Printed copy available from Parish Council Office	10p per A4 sheet
Responses to consultation papers	Hard copy available from Parish Council Office	10p per A4 sheet
Responses to planning applications	Detailed in the minutes of the Planning Committee meetings which are available on the website	Free Free

	Hard copy from the Parish Council Office Bedford Borough Council website under comments by consultees	10p per A4 sheet Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Printed copy available from Parish Council Office	Free 10p per A4 sheet
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 Equality and diversity policy. Data protection policy, Freedom of information policy Health and safety policy Recruitment policies (including current vacancies) Complaints procedures (including those covering requests for information and operating the publication scheme) Any other council policies not listed elsewhere	Website Printed copy available from Parish Council Office	Free 10p per A4 sheet
Schedule of charges (for the publication of information)	Website Printed copy available from Parish	Free 10p per A4

	Council Office	sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	By inspection at the Parish Council Office	No Charge
Assets register	Website Printed copy from Parish Council Office	No Charge 10p per A4 sheet
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)	None held	
Register of members' interests	Website link to Bedford Borough Council website	Free
Register of gifts and hospitality	Parish Council Office	10p per A4 sheet
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	(hard copy or website; some information may only be available by inspection)	
Allotments	Website Parish Council Office	Free on website or if hard

	Allotment Noticeboard Allotment Handbook	copy required 10p per A4 sheet
Community centre	Website Parish Council Office	Free
Parks, playing fields and recreational facilities	Website Parish Council Office	Free
Seating, litter bins, memorials and lighting	Parish Council Office	Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Quarterly Newsletter	Website Parish Council Office Delivered free to all dwellings within the Parish	Free

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 10p per sheet (black & white)	Actual cost *
	Photocopying 15p per	Actual cost

	sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the Parish Council