

Information available from Brandon & Byshottles Parish Council 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)</p> <p>This will be current information only</p>	<p>Website Hard copy</p>	<p>Free 5p per page</p>
Who's who on the Council and its Committees	<p>Website Hard copy</p>	<p>Free 5p per page</p>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Website/notice boards Hard copy</p>	<p>Free 5p per page</p>
Location of main Council office and accessibility details	<p>Website/Notice boards Hard copy</p>	<p>Free 5p per page</p>
Staffing structure		
Democratic Structure		

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 Hard copy	Free 5p per page
Finalised budget	Hard copy	5p per page
Precept	Website Hard copy	Free 5p per page
Borrowing Approval letter		
Financial Standing Orders and Regulations	Website Hard copy	Free 5p per page
Grants given and received	Website Hard copy	Free 5p per page
List of current contracts awarded and value of contract	Hard copy	5p per page
Members' allowances and expenses	Hard copy	5p per page
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a	Website	Free

minimum)	Hard copy	5p per page
Quality status	Website Hard Copy	Free 5p per page
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		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 5p per page
Agendas of meetings (as above)	Website Hard Copy	Free 5p per page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 5p per page
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	5p per page
Responses to consultation papers	Hard Copy	5p per page
Responses to planning applications	Hard Copy	5p per page
Bye-laws		

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Policy statements Code of Conduct</p>	<p>Website Hard copy “ “ “ “ Website</p>	<p>Free 5p per page Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy Website Hard copy Website Hard copy</p>	<p>5p per page Free 5p per page Free 5p per page</p>
<p>Information security policy</p>		

Records management policies (records retention, destruction and archive)	Website Hard copy	Free 5p per page
Data protection policies	Website Hard copy	Free 5p per page
Schedule of charges (for the publication of information)see below		
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)		
Assets Register	Hard copy	5p per page
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)		
Register of members' interests	Hard copy	5p per page
Register of gifts and hospitality	Hard copy	5p per page
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	Website/Inspection	Free

Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities	Inspection in office	Free
Seating, litter bins, clocks, memorials and lighting	Hard copy	5p per page
	Inspection in office	Free
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees : Allotments	Website Hard copy	Free 5p per page
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above: Newsletter	Website Hard copy	Free 5p per page

For hard copies of information please contact the address below:

Clerk to the Council

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying 5p per sheet (black & white)	Cost of paper & printing
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		The appropriate cost limit for a request is £600 for central government and Parliament and £450 for other local authorities
		When estimating the cost of compliance, the following is taken into consideration <ul style="list-style-type: none">• Determining whether authority hold the information• Locating the information• Retrieving such information or documents• The cost of staff time associated with these activities is currently calculated at £20 per hour
Other		

You cannot take the time spent considering whether or not information is exempt from release into account when estimating the cost of compliance

Adopted 21st November 2008 Min 181

Reviewed 19th November 2010 Min 183

Reviewed 16th November 2012 Min 144

Reviewed 19th December 2014 Min 147

Reviewed 16th December 2016 Min 145

Reviewed 21st December 2018 Min 152

