

## Information available from Brandon & Byshottles Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (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>
<p>Who's who on the Council and its Committees</p>	<p>Website Hard copy</p>	<p>Free 5p per page</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number)</p>	<p>Website/notice boards Hard copy</p>	<p>Free 5p per page</p>
<p>Location of main Council office and accessibility details</p>	<p>Website/Notice boards Hard copy</p>	<p>Free 5p per page</p>
<p><del>Staffing structure</del></p>		
<p><del>Democratic Structure</del></p>		

<b>Class 2 – What we spend and how we spend it</b> (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
<del>Borrowing Approval letter</del>		
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
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
<del>Parish Plan (current and previous year as a minimum)</del>		
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
<del>Local charters drawn up in accordance with DCLG guidelines</del>		
<b>Class 4 – How we make decisions</b> (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
<del>Bye laws</del>		

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
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 Policy statements Code of Conduct	Website Hard copy “ “ “ “ Website	Free 5p per page     Free
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy <del>Recruitment policies (including current vacancies)</del> Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy  Website Hard copy  Website Hard copy	5p per page Free 5p per page Free 5p per page
<del>Information security policy</del>		

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		
<b>Class 6 – Lists and Registers</b>		
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
<del>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)</del>		
Register of members' interests	Hard copy	5p per page
Register of gifts and hospitality	Hard copy	5p per page
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Website/Inspection	Free

<del>Burial grounds and closed churchyards</del>		
<del>Community centres and village halls</del>		
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
<b>Additional Information</b> 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**

**Mrs S Howe**

**Brandon & Byshottles Parish Council**

**Langley Moor**

**Durham**

**DH7 8JJ**

**Tel: 0191 3789947**

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## **SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying 5p per sheet (black & white)	Cost of paper & printing
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		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"><li>• Determining whether authority hold the information</li><li>• Locating the information</li><li>• Retrieving such information or documents</li><li>• The cost of staff time associated with these activities is currently calculated at £20 per hour</li></ul>
<b>Other</b>		

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

Adopted 21<sup>st</sup> November 2008 Min 181  
Reviewed 19<sup>th</sup> November 2010 Min 183  
Reviewed 16<sup>th</sup> November 2012 Min 144  
Reviewed 19<sup>th</sup> December 2014 Min 147  
Reviewed 16<sup>th</sup> December 2016 Min 145  
Reviewed 21<sup>st</sup> December 2018 Min 152  
Reviewed 20<sup>th</sup> December 2019 Min 141b  
Reviewed 19<sup>th</sup> February 2021 Min 104

25 May 2018