



Information available from Brewood and Coven 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 (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Minutes of the Annual General Meeting - website - hard copy Web Site – see Members, Committees	Free 6p/sheet Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish notice-boards Hard copy from the Council Office Web site –see Council Office, Members	Free 6p/sheet Free
Location of main Council office and accessibility details	Parish notice-boards Web site – see Council Office	Free Free
Staffing structure	Web site – see Council Office	Free
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	Hard copy from the Council Office	6p/sheet
Finalised budget	Hard copy from the Council Office	6p/sheet
Precept	Hard copy from the Council Office	6p/sheet
Borrowing Approval letter	Hard copy from the Council Office	6p/sheet
Financial Standing Orders and Regulations	Available for inspection at the Council Office by prior arrangement with the Clerk Hard copy from the Council Office	6p/sheet
Grants given and received	Hard copy from the Council Office	6p/sheet

List of current contracts awarded and value of contract	Hard copy from the Council Office	6p/sheet
Members' allowances and expenses	Hard copy from the Council Office	6p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Strategic Business Plan/Action Plan/Audit Report	Available for inspection at the Council Office by prior arrangement with the Clerk Hard copy from the Council Office Website	6p/sheet Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy from the Council Office	6p/sheet
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)	Parish notice-boards Hard copy from the Council Office Web site –see Council Meetings	Free 6p/sheet Free
Agendas of meetings (as above)	Next Full agenda – Parish notice-boards and website Hard copy of all agenda from the Council Office Reference copy – Brewood Library	Free Free 6p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copies from the Council Office Web site – see Council Minutes Reference copy – Brewood Library	6p/sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copies from the Council Office	6p/sheet
Responses to consultation papers	Hard copies from the Council Office	6p/sheet
Responses to planning applications	Hard copies from the Council Office Website – see Council Minutes (link to 'attached schedule' under Planning)	6p/sheet Free
Bye-laws	n/a	

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>Website</p> <p>Available for inspection at the Council Office by prior arrangement with the Clerk Hard copy from the Council Office</p> <p>Not currently available</p> <p>See Financial Regulations: Available for inspection at the Council Office by prior arrangement with the Clerk Hard copy from the Council Office</p> <p>Available for inspection at the Council Office by prior arrangement with the Clerk Hard copy from the Council Office</p> <p>Available for inspection at the Council Office by prior arrangement with the Clerk Hard copy from the Council Office</p>	<p>Free</p> <p>6p/sheet</p> <p></p> <p>6p/sheet</p> <p>6p/sheet</p> <p>6p/sheet</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</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p>	<p>Website</p> <p>Hard copy from the Council Office</p> <p>Available for inspection at the Council Offices</p> <p>Website</p>	<p>Free</p> <p>6p/sheet</p> <p>6p/sheet</p> <p>Free</p>

Complaints procedures (including those covering requests for information and operating the publication scheme and financial)	Hard copy from the Council Office Web site Available for inspection at the Council Office by prior arrangement with the Clerk Hard copy from the Council Office	6p/sheet Free
Information security policy	n/a	
Records management policies (records retention, destruction and archive)	Available for inspection at the Council Office by prior arrangement with the Clerk	6p/sheet
Data protection policies	n/a	
Schedule of charges (for the publication of information)	Hard copy from the Council Office Website	6p/sheet Free
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)	Available for inspection at the Council Office by prior arrangement with the Clerk	
Assets Register	Available for inspection at the Council Office by prior arrangement with the Clerk	
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)	n/a	
Register of members' interests	Available for inspection at the Council Office by prior arrangement with the Clerk Website	Free
Register of gifts and hospitality	None registered	
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	Sample tenancy agreement – hard copy available from the Council Office	6p/sheet
Burial grounds and closed churchyards	n/a	
Community centres and village halls	Community run, supported by the Council. Parish Guide – available from the Council Office and Brewood Library	Free
Parks, playing fields and recreational facilities	Parish Guide – available from the Council Office and Brewood Library	Free
Seating, litter bins, clocks, memorials and lighting	Seating – see asset register, class 6.	
Bus shelters	See asset register, class 6	
Markets	n/a	
Public conveniences	See asset register, class 6	
Agency agreements	Available for inspection at the Council Office by prior arrangement with the Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Invoice schedule - Available for inspection at the Council Office by prior arrangement with the Clerk	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Parish Newsletter	Hard copy from the Parish Council Office Web site Brewood Library	Free
Parish Guide	Hard copy from the Parish Council Office Local Shops Library & Council web site	Free
Village Design Statement	Hard copy available from the Parish Council Office	Free

Contact details:

Where information is available in hard copy form or for inspection at the Parish Council Office please contact:

Maggie O'Brien
Clerk to the Council
35 Stafford Street
Brewood
Staffordshire
ST19 9DX

Tel: 01902 850809

Email: brewoodparish@btconnect.com

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 @ 3p per sheet (black & white)	Actual cost *
	Photocopying (colour) not available	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority