

Information available from Bradpole Parish Council under the Model Publication Scheme

Reviewed July 2015 and Adopted by Bradpole Parish Council 6th August 2015

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Current organisational information, structures, locations and contacts)</p>	<p><i>*In all cases for hard copy contact the Parish Clerk</i></p>	<p>Hard copies will be supplied at a cost of £1 per enquiry, plus 10p per copy, plus actual postage *</p>
<p>Who's who on the Council and its Committees</p>	<p>hard copy and website</p>	<p>Free See pricing schedule above</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>hard copy, website and Parish Council notice boards</p>	<p>Free See pricing schedule above</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard copy, website and Parish Council notice boards</p>	<p>Free See pricing schedule above</p>
<p>Staffing structure</p>	<p>n/a single employee</p>	<p>n/a</p>
<p>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)</p>	<p><i>*In all cases for hard copy contact the Parish Clerk</i></p>	<p>Hard copies will be supplied at a cost of £1 per enquiry, plus 10p per copy, plus actual postage *</p>
<p>Annual return form and report by auditor</p>	<p>hard copy and website</p>	<p>Free See pricing schedule above</p>

Finalised budget	hard copy	Free See pricing schedule above
Precept	hard copy	Free See pricing schedule above
Borrowing Approval letter	n/a	n/a
Financial Standing Orders and Regulations	hard copy and website	Free See pricing schedule above
Grants given and received	hard copy and/or website	Free See pricing schedule above
List of current contracts awarded and value of contract	hard copy	Free See pricing schedule above
Members' allowances and expenses	hard copy	Free See pricing schedule above
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	<i>*In all cases for hard copy contact the Parish Clerk</i>	Hard copies will be supplied at a cost of £1 per enquiry, plus 10p per copy, plus actual postage *
Parish Plan	hard copy and website	Free See pricing schedule above
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	n/a	n/a
Quality status	n/a	n/a
Local charters drawn up in accordance with DCLG guidelines	n/a	n/a

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>	<p><i>*In all cases for hard copy contact the Parish Clerk</i></p>	<p>Hard copies will be supplied at a cost of £1 per enquiry, plus 10p per copy, plus actual postage *</p>
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>hard copy and website</p>	<p>Free See pricing schedule above</p>
<p>Agendas of meetings (as above)</p>	<p>hard copy, website and Parish Council Notice Boards</p>	<p>Free See pricing schedule above</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>hard copy, website and Parish Council Notice Boards</p>	<p>Free See pricing schedule above</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>hard copy</p>	<p>Free See pricing schedule above</p>
<p>Responses to consultation papers</p>	<p>hard copy</p>	<p>Free See pricing schedule above</p>
<p>Responses to planning applications</p>	<p>hard copy</p>	<p>Free See pricing schedule above</p>
<p>Bye-laws</p>	<p>hard copy</p>	<p>Free See pricing schedule above</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	<p><i>*In all cases for hard copy contact the Parish Clerk copy or website</i></p>	<p>Hard copies will be supplied at a cost of £1 per enquiry, plus 10p per copy, plus actual postage *</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 Code of Conduct Policy statements</p>	<p>Website and/or hard copy</p>	<p>Free See pricing schedule above</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 Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Details, where applicable, contact the Parish Clerk</p>	<p>See pricing schedule above</p>
<p>Information security policy</p>	<p>n/a</p>	<p>n/a</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>hard copy</p>	<p>Free See pricing schedule above</p>
<p>Data protection policies</p>	<p>n/a</p>	
<p>Schedule of charges for the publication of information)</p>	<p>hard copy</p>	<p>Free See pricing schedule above</p>
<p>Class 6 – Lists and Registers (Current)</p>	<p>hard copy and/or website; (some information may only be available by inspection.)</p> <p><i>*In all cases for hard copy contact the Parish Clerk</i></p>	<p>Hard copies will be supplied at a cost of £1 per enquiry, plus 10p per copy, plus actual postage *</p>

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a	n/a
Assets Register	hard copy	See pricing schedule above
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)	hard copy	See pricing schedule above
Register of members' interests	hard copy and/or website	See pricing schedule above
Register of gifts and hospitality	hard copy	See pricing schedule above
Class 7 – The services we offer (Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	hard copy and/or website; (some information may only be available by inspection) <i>*In all cases for hard copy contact the Parish Clerk</i>	Hard copies will be supplied at a cost of £1 per enquiry, plus 10p per copy, plus actual postage *
Allotments	hard copy and/or website	
Burial grounds and closed churchyards	n/a	n/a
Community centres and village halls	None Council owned	Refer to village hall committee
Parks, playing fields and recreational facilities	hard copy and website	free
Seating, litter bins, clocks, memorials and lighting	hard copy	free
Bus shelters	n/a	free
Markets	n/a	n/a
Public conveniences	n/a	n/a
Agency agreements	n/a	n/a
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	n/a
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	n/a	n/a

Contact details:

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Tel no. 01308-422140

E mail: bradpole@dorset-aptc.gov.uk

Website : www.bradpole.org.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Charge per enquiry: £1	Actual cost incurred by the Bradpole Parish Council
	Hard copies @ £1 per enquiry plus 10p per copy	Actual cost incurred by Bradpole Parish Council.
	Postage	*Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (<i>actual statute to be quoted</i>)
Other		

**Adopted by Bradpole Parish Council
August 6th 2015**