

**Information available from Burton Bradstock Parish Council under the
Model Publication Scheme updated May 2016**

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>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy or website)	Hard copies will be supplied at a cost of £5 per enquiry, plus 10p per envelope, plus 5p per copy, plus actual postage *
Who's who on the Council and its Committees	Website Hard copy contact clerk	Free See pricing schedule above
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy contact clerk	Free See pricing schedule above
Location of main Council office and accessibility details	Website Hard copy contact clerk	Free See pricing schedule above
Staffing structure	Not applicable – single employee	N/A
<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>Current and previous financial year as a minimum</p>	(hard copy or website)	
Annual return form and report by auditor	Website Hard copy contact clerk	Free See pricing schedule above
Finalised budget	Website Hard copy contact clerk	Free See pricing schedule above
Precept	Website	Free

	Hard copy contact clerk	See pricing schedule above
Borrowing Approval letter	Website Hard copy contact clerk	Free See pricing schedule above
Financial Standing Orders and Regulations	Website Hard copy contact clerk	Free See pricing schedule above
Grants given and received	Website Hard copy contact clerk	Free See pricing schedule above
List of current contracts awarded and value of contract	Website Hard copy contact clerk	Free See pricing schedule above
Members' allowances and expenses	Website Hard copy contact clerk	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)	(hard copy or website)	
Parish Plan (current and previous versions as a minimum)	Website Hard copy contact clerk	Free See pricing schedule above
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	N/A	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy contact clerk	Free See pricing schedule above
Agendas of meetings (as above)	Website Parish Council Notice Boards Library Hard copy contact clerk	Free See pricing schedule above
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Website Library Hard copy contact clerk	Free See pricing schedule above
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Website Library Hard copy contact clerk	Free See pricing schedule above

Responses to consultation papers	Hard copy contact clerk	See pricing schedule above
Responses to planning applications	Hard copy contact clerk	See pricing schedule above
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	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural Standing Orders and Financial Regulations Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard copy contact clerk	Free See pricing schedule above
Policies and procedures for the provision of services and about the employment of staff: 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)	Details where applicable contact clerk	See pricing schedule above
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Website Hard copy contact clerk	Free See pricing schedule above
Data protection policies	N/A	

Schedule of charges	Website Hard copy contact clerk	Free See pricing schedule above
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)	N/A	
Assets Register	Hard copy contact clerk	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 contact clerk	See pricing schedule above
Register of members' interests	Hard copy contact clerk	See pricing schedule above
Register of gifts and hospitality	N/A	
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	Details- contact clerk	Free
Burial grounds and closed churchyards	N/A	N/A
Hire of Reading Room	Details- contact clerk	see hirers agreement
Greens, playground, playing fields and recreational facilities	Details – Contact Clerk	Free
Seats/ benches and litter bins	Details - Contact Clerk	Free
Bus shelters	Details – Contact Clerk	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	None	

Contact details:

Mrs Michele Harding, Clerk to Burton Bradstock Parish Council
 The Reading Room, High Street, Burton Bradstock, Dorset DT6 4QA
 01305 871268
 Email: burtonbradstockparishclerk@gmail.com
 Website: <http://www.burtonbradstockparishcouncil.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	Charge per enquiry: Clerk's time at estimated 20 minutes per enquiry. Estimated photocopying cost comprising Clerk's time, paper and photocopier usage (black & white) Envelope cost	Charge per enquiry £5 Hard copies @ 5p per copy 10p per envelope
	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 public authority
 Update July meeting
 Update May 2016