

## Information available from Brinkley Parish Council under the Model Publication Scheme

| Information Available   | How the information can be obtained | Cost          |
|---|-------------------------------------|---------------|
| <b>Class 1 – Who we are and what we do</b>                    |                                     |               |
| Who's who on the Council                                      | Web site                            | Free          |
| Contact details for Parish Clerk and Council Members          | Hard copy from Parish Clerk         | 10p per sheet |
| Location of main Council office and accessibility details     |                                     |               |
| Diary of Events   |                                     |               |
| <b>Class 2 – What we spend and how we spend it</b>            |                                     |               |
| Annual return form and report by auditor                      | Hard copy from Parish Clerk         | 10p per sheet |
| Finalised budget  |                                     |               |
| Precept request   |                                     |               |
| Financial Standing Orders and Regulations                     |                                     |               |
| Grants given and received                                     |                                     |               |
| List of current contracts awarded and value of contract       |                                     |               |
| Members' allowances and expenses                              |                                     |               |
| Internal Audit Procedure                                      |                                     |               |
| <b>Class 3 – What our priorities are and how we are doing</b> |                                     |               |
| Annual Report to Parish or Community Meeting                  | Hard copy from Parish Clerk         | 10p per sheet |
| Local Charters drawn up in accordance with DCLG guidelines    |                                     |               |
| Minutes of Annual Meeting of the Parish                       |                                     |               |
| <b>Class 4 – How we make decisions</b>                        |                                     |               |

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|---|---|-----------------------|
| Agendas of meetings   | Web site and parish notice board<br>Hard copy from Parish Clerk | Free<br>10p per sheet |
| Minutes of meetings   |   |                       |
| Reports presented to council meetings   | Hard copy from Parish Clerk                                     | 10p per sheet         |
| Responses to consultation papers  |   |                       |
| Responses to planning applications  |   |                       |
| Bye-laws  |   |                       |
| <b>Class 5 – Our policies and procedures</b>  |   |                       |
| Policies and procedures for the conduct of council business <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Code of Conduct</li> <li>• Policy Statements</li> <li>• Delegated authority in respect of Officers</li> <li>• Financial Regulations</li> </ul>   | Hard copy from Parish Clerk                                     | 10p per sheet         |
| Other policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Policy and procedures for handling requests for information</li> <li>• Equal Opportunity Policy</li> <li>• Complaints Procedure</li> <li>• Safeguarding Children Policy</li> <li>• Risk Assessment</li> </ul> |   |                       |
| Schedule of charges (for the publication of information)  |   |                       |
| <b>Class 6 – Lists and Registers</b>  |   |                       |
| Assets Register   | Hard copy from Parish Clerk                                     | 10p per sheet         |
| Register of Members' Interests  |   |                       |
| Register of gifts and hospitality   |   |                       |

|   |                             |               |
|---|-----------------------------|---------------|
| Electoral Roll                                  |                             |               |
| <b>Class 7 – The services we offer</b>          |                             |               |
| Recreational facilities - Play Area, Goal posts | Hard copy from Parish Clerk | 10p per sheet |
| Seating, dog waste bins, gates & fencing        |                             |               |
| Bus shelter                                     |                             |               |
| Village Sign                                    |                             |               |
| Oak Notice Board                                |                             |               |
| Allotments                                      |                             |               |
| Speed signs                                     |                             |               |

### Contact details

**Parish clerk:** Hayley Livermore, 28 Ox Meadow, Bottisham, Cambridge, CB25 9FL [brinkleyclerk@gmail.com](mailto:brinkleyclerk@gmail.com)

Charges will be raised for the provision of copies of the documents or information at 10p per sheet, being the actual cost incurred by the Parish Council to provide each copy. Postage, if required, will be charged at actual cost of Royal Mail standard 2<sup>nd</sup> class post. These charges are adopted for all Freedom of Information requests but those that include information not included in the model publication scheme may be subject to a £10.00 per hour charge for detailed research.