



POLICY	COMMITTEES
VERSION	1.5
LAST REVIEWED	5 May 2020

Information available from Bradwell Parish Council under the Model Publication Scheme (Freedom of Information Act 2000)

MODEL PUBLICATION SCHEME

This model publication scheme has been prepared and approved by the Information Commissioner and will be valid until further notice.

The Publication Scheme indicates what information is covered and how it can be obtained.

Wherever possible, information will be provided on the Parish Council pages of our village website (www.bradda.org). Where it is impracticable to make information available on the website, or when an individual does not wish to access the information by the website, we have indicated how information can be obtained by other means and will provide it by those means.

In exceptional circumstances some information may be available only by viewing in person - contact details are provided. Information will be provided in the language in which it is held or in such other language that is legally required.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
Class1 - Who we are and what we do (Current Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Parish Clerk/ bradda.org	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Caroline Preston 01433 623485 parishclerk@bradda.org	
Location of main Council office and accessibility details	1 Ingleside Cottages Smalldale, Bradwell, Derbyshire S33 9JQ No access – private residence	
Staffing structure	Parish Clerk / bradda.org	
Class 2 – What we spend and how we spend it (Current and previous year's financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	Parish Clerk	
Finalised budget	Parish Clerk	
Precept	Parish Clerk	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Parish Clerk/ bradda.org	
Grants given and received	Parish Clerk	

List of current contracts awarded and value of contract	Parish Clerk	
Members' allowances and expenses	Parish Clerk	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	None	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	None	
Quality status	Parish Clerk	
Local charters drawn up in accordance with DCLG guidelines	None	
Class 4 – How we make decisions (Current and previous year decision making processes and record of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Parish Clerk	
Agendas of meetings (as above)	Parish Clerk/ bradda.org	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Parish Clerk / bradda.org	
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Parish Clerk	
Responses to consultation papers	Parish Clerk	
Responses to planning applications	Parish Clerk	
Bye-laws	Parish Clerk	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements 	<p>Parish Clerk / bradda.org Parish Clerk / bradda.org N/A Parish Clerk/ bradda.org Parish Clerk / bradda.org</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> 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>Parish Clerk / bradda.org Parish Clerk / bradda.org None Parish Clerk / bradda.org Parish Clerk / bradda.org Parish Clerk / bradda.org</p>	
Information security policy	None	
Records management policies (records retention, destruction and archive)	None	
Data protection policies	Parish Clerk / bradda.org	
Schedule of charges (for the publication of information)	None	
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)	None	
Assets Register	Parish Clerk/ bradda.org	
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)	Parish Clerk	
Register of members' interests	Parish Clerk	
Register of gifts and hospitality	None	
Class 7 – The services we offer (Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centers and village halls	N/A	
Parks, playing fields and recreational facilities	Parish Clerk	
Seating, litter bins, clocks, memorials and lighting	Parish Clerk	
Bus shelters	Parish Clerk	
Markets	N/A	
Public conveniences	Parish Clerk	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Parish Clerk	

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
	None	

Contact details:

Mrs C Preston,
1 Ingleside Cottages,
Smalldale,
Bradwell,
Derbyshire S33 9JQ
parishclerk@bradda.org
01433 – 623485

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 @ 10 p per sheet (black & white)	Actual cost	Actual Cost
	Photocopying @ 20 p per sheet (colour)	Actual cost	Not Available
	Postage	Actual cost of Royal Mail standard 2 nd class	Actual Cost of postage plus packaging
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)	None
Other			None