

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

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	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish Clerk / www.bradda.org	
Location of main Council office and accessibility details	Rose Lea Cottage, Hugh Lane, Bradwell, Derbyshire S33 9JB Access by Arrangement only	
Staffing structure	Parish Clerk / www.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	
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	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Parish Clerk / www.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)		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Parish Clerk Parish Clerk N/A Parish Clerk Parish Clerk	

Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	None	
Equality and diversity policy	None	
Health and safety policy	None	
Recruitment policies (including current vacancies)	None	
Policies and procedures for handling requests for information	None	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Parish Clerk	
Information security policy	None	
Records management policies (records retention, destruction and archive)	None	
Data protection policies	None	
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	
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 centres 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	N/A	
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:

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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 @ ..p per sheet (black & white)	Actual cost *	Actual Cost
	Photocopying @ ..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