

Information available from Bradfield Parish Council under the model publication scheme 2008

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		*see schedule of charges
Who's who on the Council and its Committees	Hard copy and website	
Contact details for Parish Clerk and Council members	Hard copy and website	
Location of main Council office and accessibility details	Hard copy and website	
Staffing structure	Hard copy	
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) Current and previous financial year as a minimum		*see schedule of charges
Annual return form and report by auditor	Hard copy	
Finalised budget	Hard copy	
Precept	Hard copy	
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard copy	
Grants given and received	Hard copy	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Hard copy	*see separate file

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		*see schedule of charges
Parish Plan		
Annual Report to Parish or Community Meeting		
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		*see schedule of charges
Timetable of meetings	Hard copy and website	
Agendas of meetings	Hard copy and website	*see separate file
Minutes of meetings	Hard copy and website	*see separate file
Reports presented to council meetings	Hard copy	*see separate file
Responses to consultation papers	Hard copy	
Responses to planning applications	Hard copy	
Bye-laws		

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		*see schedule of charges
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	Hard copy Hard copy Hard copy Hard copy Hard copy	*see separate file
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	Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy	*See separate file
Information security policy	Hard copy	
Records management policies	Hard copy	
Data protection policies	Hard copy	
Schedule of charges	Hard copy	
Class 6 – Lists and Registers Currently maintained lists and registers only		*see schedule of charges
Any publicly available register or list	Hard copy	
Assets Register	Hard copy	
Disclosure log	Hard copy	
Register of members' interests	Hard copy	
Register of gifts and hospitality	Hard copy	

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		*see schedule of charges
Allotments	Hard copy	
Burial grounds and closed churchyards	Hard copy and website	
Community centres and village halls	Hard copy	
Parks, playing fields and recreational facilities	Hard copy and website	
Seating, litter bins, clocks, memorials and lighting	Hard copy	
Bus shelters	Hard copy	
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees	Hard copy	

CONTACT DETAILS:

The Clerk
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Council Offices
Mill Lee Road
Low Bradfield
Sheffield S6 6LB

Phone: 0114 285 1375
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Website: www.bradfieldparish.org.uk

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 @ 0.5p per sheet (black & white)	Actual cost *
	Photocopying @ 16p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority