

**Information available from  
Bramfield and Thorington Parish Council (B&TPC)  
Under the model publication scheme**

Reviewed and Adopted February 2024

---

The policy of Bramfield and Thorington Parish Council is to make the information in this definition document available unless one or more of the following is the case:

- It does not hold the information;
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- The information is readily and publicly available from an external website; such information may have been provided by B&TPC or on its behalf. In this case B&TPC will provide a direct link to that information;
- The information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resource-intensive to prepare the material for routine release.

<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>		
Information to be published	How the information can be obtained	Cost
Who's who on the Council and its Committees	Website – <a href="#">Councillor Details</a>	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website – <a href="#">Contact Details</a>	Free
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	

**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

Information to be published	How the information can be obtained	Cost
Annual return form and report by auditor	Website – <a href="#">Finance Reports</a>	Free
Finalised budget	Website – <a href="#">Approved Minutes</a> of relevant meeting	Free
Precept	Website – <a href="#">Approved Minutes</a> of relevant meeting	Free
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website – <a href="#">Financial Regulations</a>	Free
Grants given and received	N/A	
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	Website – <a href="#">Approved Minutes</a> of relevant meeting	Free

**Class 3 – What our priorities are and how we are doing**

(Strategies and plans, performance indicators, audits, inspections and reviews)

Current and previous year as a minimum

Information to be published	How the information can be obtained	Cost
Parish Plan (current and previous year as a minimum)	N/A	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website – <a href="#">Annual Parish Meeting</a>	Free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

**Class 4 – How we make decisions**

(Decision making processes and records of decisions)

Current and previous council year as a minimum

Information to be published	How the information can be obtained	Cost
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website – <a href="#">Meeting Schedule</a>	Free
Agendas of meetings (as above)	Website – <a href="#">Agendas</a>	Free

Minutes of meetings (as above) N.B. This will exclude information that is properly regarded as private to the meeting.	2016-Present: Website – <a href="#">Minutes</a>	Free
Reports presented to council meetings N.B. This will exclude information that is properly regarded as private to the meeting.	Website – <a href="#">Approved Minutes</a> of relevant meeting	Free
Responses to consultation papers	Website - <a href="#">Consultation Papers</a>	Free
Responses to planning applications	Website – <a href="#">Minutes</a> of relevant meeting	Free

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
This will be current information only		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Procedural standing orders	Website - <a href="#">Standing Orders</a>	Free
Committee and sub-committee terms of reference	N/A	
Delegated authority in respect of officers	N/A	
Code of Conduct	Website: <a href="#">Code of Conduct</a>	Free
Policy statements	Website - <a href="#">Policy Statements</a>	Free
Internal instructions to staff and policies relating to the delivery of services	N/A	
Equality and diversity policy	Website - <a href="#">Equality and Diversity Policy</a>	
Health and safety policy	N/A	
Recruitment policies (including current vacancies)	Website - <a href="#">Employment Policy</a>	
Policies and procedures for handling requests for information	Website - <a href="#">Subject Access Request Policy</a>	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website - <a href="#">Complaints Procedure</a>	Free
Information security policy	Website - <a href="#">Information Security Policy</a>	Free
Records management policy (records retention, destruction and archive)	Website - <a href="#">Records Management Policy</a>	Free
Data protection policy	Website - <a href="#">Data Protection Policy</a>	Free
Schedule of charges (for the publication of information)	<a href="#">Website</a>	Free
<b>Class 6 – Lists and Registers</b>		

This will be currently maintained lists and registers only		
Information to be published	How the information can be obtained	Cost
Any publicly available register or list	N/A	
Assets register	Website - <a href="#">Assets Register</a>	Free
Disclosure log	N/A	
Register of members' interests	(External) Website – <a href="#">Register Of Interests</a> (opens in new window)	Free
Register of gifts and hospitality	N/A	

<p><b>Class 7 – The services we offer</b>          (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>This will be current information only</p>		
Information to be published	How the information can be obtained	Cost
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

<p><b>SCHEDULE OF CHARGES</b>          This describes how the charges have been arrived at</p>		
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 25p per sheet (black & white)	Actual cost of time & materials
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	N/A	
<b>Other</b>	N/A	