

## 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>		

Agendas of meetings	Web site and parish notice board Hard copy from Parish Clerk	Free 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.