

## 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		
<b>Class 2 – What we spend and how we spend it</b>		
Grants given and received	Hard copy from Parish clerk	10p per sheet
List of current contracts awarded and value of contract		
Members' allowances and expenses		
Finalised budget	Website Hard copy from Parish clerk	Free 10p per sheet
Precept request	Hard copy from Parish clerk	10p per sheet
Financial regulations	Website Hard copy from Parish clerk	Free 10p per sheet
Annual return form	Website Hard copy from Parish clerk	Free 10p per sheet

<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 Website	10p per sheet Free
Minutes of Annual Meeting of the Parish	Website Hard copy from Parish clerk	Free 10p per sheet
Annual governance statement in format included in the Annual Return form	Website Hard copy from Parish clerk	Free 10p per sheet
<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– excluding material that is properly considered to be exempt from disclosure		
Reports presented to council meetings – excluding material that is properly considered to be exempt from disclosure		
Responses to consultation papers	Hard copy from Parish Clerk	10p per sheet
Responses to planning applications		
<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>• All other policies</li> </ul>	Website Hard copy from Parish Clerk	Free 10p per sheet

<b>Class 6 – Lists and Registers</b>		
Assets Register	Website Hard copy from Parish Clerk	Free 10p per sheet
Register of Members' Interests	Website Hard copy from Parish Clerk	Free 10p per sheet
Register of gifts and hospitality	Hard copy from Parish clerk	10p per sheet
<b>Class 7 – The services we offer- (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</b>		
Recreational facilities - Play Area, Goal posts Allotments	Website Hard copy from Parish Clerk	Free 10p per sheet
Defibrillators	Hard copy from Parish Clerk	10p per sheet
Seating, dog bins, grit bins, gates and fences, noticeboard, bus shelter, village sign	Hard copy from Parish Clerk	10p per sheet

### **Contact details**

**Parish clerk:** Hayley Livermore, 28 Ox Meadow, Bottisham, Cambridge, CB25 9FL [clerk@brinkleyparishcouncil.gov.uk](mailto:clerk@brinkleyparishcouncil.gov.uk)

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.