

## Information available from ...BRAY..... Parish/Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>(hard copy and/or website)</p> <p>WWW.brayparishvillages.com</p>	
Who's who on the Council and its Committees	www.brayparishvillages.com	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	01628 777997	
Location of main Council office and accessibility details	01628 777997	
Staffing structure		
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy and/or website)</p> <p>01628 777997 WWW.brayparishvillages.com</p>	20p per sheet
Annual return form and report by auditor	01628 777997	

Finalised budget	WWW.brayparishvillages.com	
Precept	WWW.brayparishvillages.com	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	WWW.brayparishvillages.com	
Grants given and received	WWW.brayparishvillages.com	
List of current contracts awarded and value of contract	WWW.brayparishvillages.com	
Members' allowances and expenses	WWW.brayparishvillages.com	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website) WWW.brayparishvillages.com	
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	WWW.brayparishvillages.com	
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website) Minutes WWW.brayparishvillages.com	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	WWW.brayparishvillages.com	
Agendas of meetings (as above)	Noticeboards and WWW.brayparishvillages.com	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	WWW.brayparishvillages.com	

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	01628 777997	
Responses to consultation papers	WWW.brayparishvillages.com	
Responses to planning applications	WWW.brayparishvillages.com	
Bye-laws		
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Current information only	01628 777997	
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	01628 777997 WWW.brayparishvillages.com	
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	01628 777997	

Complaints procedures (including those covering requests for information and operating the publication scheme)	01628 777997	
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges )for the publication of information)		
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	20p per sheet
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)	01628 777997	
Assets Register	01628 777997	
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)		
Register of members' interests	01628 777997	
Register of gifts and hospitality	01628 777997	
<b>Class 7 – The services we offer</b>	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only	01628 777997	
Allotments	WWW.brayparishvillages.com	
Burial grounds and closed churchyards	WWW.brayparishvillages.com	

Community centres and village halls		
Parks, playing fields and recreational facilities	WWW.brayparishvillages.com	
Seating, litter bins, clocks, memorials and lighting	01628 777997	
Bus shelters	01628 777997	
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

Mrs C Woodley - The Clerk  
 Bray Parish Council  
 Parish Offices  
 Moneyrow Green  
 Holyport  
 Berks  
 SL6 2NA  
 01628 777997  
 clerk@brayparishcouncil.gov.uk

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @20p per sheet (black & white)	Actual cost *20p
	Photocopying @30p per sheet (colour)	Actual cost 30p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority