

Information available from Bradfield Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Hard Copy/Website	* See Schedule
Who's who on the Council and its Committees	Hard Copy/Website	
Contact details for the Clerk and Council members	Hard Copy/Website	
Location of main Council office and accessibility details	Hard Copy/Website	
Organisation Chart	Hard Copy/Website	
<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard Copy/Website	
Finalised budget	Hard Copy	
Precept	Hard Copy	
Borrowing Approval letter	Hard Copy	
Financial Standing Orders and Regulations	Hard Copy/Website	
Grants given and received	Hard Copy/Website	
List of current contracts awarded and value of contract (above £5,000 also on website)	Hard Copy	
Members' allowances and expenses	Hard Copy/Website	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting	Hard Copy/Website	
Quality status	Hard Copy/Website	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings	Hard Copy/Website	
Agendas of meetings	Hard Copy/Website	
Minutes of meetings	Hard Copy/Website	
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Hard Copy	
Responses to consultation papers	Hard Copy/Website	
Responses to planning applications	Hard Copy/Website	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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/Website	

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Hard Copy/Website	
Information security policy		
Records management policies		
Data protection policies		
Schedule of charges (for the publication of information)		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	Hard Copy/Website	
Any publicly available register or list		
Assets Register		
Disclosure log		
Register of members' interests		
Register of gifts and hospitality		
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only – not all the below services are offered</p>	Hard Copy/Website	
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		

Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees		

Contact details:

Clerk to the Council
Council Offices
Mill Lee Road
Low Bradfield
SHEFFIELD
S6 6LB

Email: admin@bradfield-yorks-pc.gov.uk

Website: www.bradfield-yorks-pc.gov.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	Cost of copying, paper, admin time
	Postage	Actual cost of Royal Mail standard 2 nd class