



Information available from Brinton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Website	
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	
Location of main Council office and accessibility details	Website – clerk home address	

Staffing structure		
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	Website and hard copy	
Annual return form and report by auditor	Website and hard copy	
Finalised budget	Hard copy	
Precept	Hard copy	
Financial Standing Orders and Regulations	Website and hard copy	
Grants given and received	Website	
List of current contracts awarded and value of contract	Hard Copy	
Members' allowances and expenses	Website	
Class 3 – What our priorities are and how we are doing		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website and hard copy	
Quality status	N.A.	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website and hard copy minutes of meetings	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website and hard copy	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website and hard copy	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website and hard copy	
Responses to consultation papers	Website and hard copy minutes of meetings	
Responses to planning applications	NNDC website	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website and hard copy	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference	Website and hard copy No committees	

Delegated authority in respect of officers Code of Conduct Policy statements	Website for Planning Protocol including delegated authority for Clerk. Also hard copy Website and hard copy	
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website and hard copy policies Website and hard copy Website and hard copy (Council Risk Management Scheme) Website and hard copy Website and hard copy	
Information security policy	Website and hard copy (Council Risk Management Scheme and Financial Risk Management Policy)	
Records management policies (records retention, destruction and archive)	Website and hard copy	
Data protection policies	Website and hard copy	
Schedule of charges (for the publication of information)	See footnote	

Class 6 – Lists and Registers		
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)	None	
Assets register	Website and hard copy	
Register of members' interests	North Norfolk District Council website	
Register of gifts and hospitality	None	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	None	
Burial grounds and closed churchyards	None	
Community centres and village halls	None	
Parks, playing fields and recreational facilities	None	
Seating, litter bins, clocks, memorials and lighting	Website and hard copy - See Asset Register	
Bus shelters	Website and hard copy Asset Register	

Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website and hard copy	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Parish Clerk

Mrs L Jennings
Fabbro
Blacksmiths Close
Wood Norton, NR20 5UA

Email: brintonparishcouncil@gmail.com

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 @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Other		

* the actual cost incurred by the public authority