



# BREDE PARISH COUNCIL

## PUBLICATION SCHEME

The Freedom of Information Act 2000 requires public authorities, which includes Parish Councils in England and Wales to adopt and maintain a publication scheme. The information available from Brede Parish Council is published in accordance with the Information Commissioners Office model publication scheme.

Information to be published	How the information can be obtained	Cost
<b>Class 1 – Who are we and What we do</b> (organisational information, structures, locations and contacts)	Hard Copy Website	
Who is who on the Council and its Committees	Hard Copy Website	As per schedule of charges below
Contact details for Parish Clerk and Councillors	Hard Copy Website	As per schedule of charges below
Staffing structure	Hard Copy Website	As per schedule of charges below
<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).	Hard copy Website	As per schedule of charges below
Annual return form and report by auditor	Hard copy Website	As per schedule of charges below
Finalised budget	Hard copy Website	As per schedule of charges below
Precept	Hard copy Website	As per schedule of charges below
Borrowing approval letter	Hard copy Website	As per schedule of charges below
Financial Standing Orders and Regulations	Hard copy Website	As per schedule of charges below
Grants given and received	Hard copy Website	As per schedule of charges below
List of current contracts awarded and value of contract	Hard copy Website	As per schedule of charges below
Members allowances and expenses	Hard copy Website	As per schedule of charges below
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Not applicable	

Annual report to Parish or community meeting	Hard copy Website	As per schedule of charges below
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous year as a minimum		As per schedule of charges below
Timetable of meetings (Council and any committee/sub-committee meetings and Parish meetings)	Hard copy Website	As per schedule of charges below
Agenda of meetings (as above)	Hard copy Website	As per schedule of charges below
Minutes of meetings (as above) – <i>n.b. this will exclude information that is properly regarded as private to the meeting.</i>	Hard copy Website	As per schedule of charges below
Reports presented to Council meetings – <i>n.b. this will exclude information that is properly regarded as private to the meeting.</i>	Hard copy Website)	As per schedule of charges below
Responses to consultation papers	Hard copy (where available)	As per schedule of charges below
Responses to planning applications	Hard copy Website	As per schedule of charges below
Byelaws	Hard copy Website	As per schedule of charges below
<b>Class 5 – Our policies and procedures</b> (current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy Website	As per schedule of charges below
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	As per schedule of charges below
Policies and procedures for the provisions 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 Recruitment policy (including current vacancies) Policies and procedures for handling request for information. Complaints procedure (including those covering requests for information and operating the publication scheme)	Hard copy Website	As per schedule of charges below
Data Protection Policy	Hard copy Website	As per schedule of charges below

Records management policies (records retention, destruction and archive)	Hard copy Website	As per schedule of charges below
Data protection policies	Hard copy Website	As per schedule of charges below
Schedule of charges (for publication of information)	Hard copy Website	As per schedule of charges below
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list	Hard copy Website	As per schedule of charges below
Assets register	Hard copy Website	As per schedule of charges below
Disclosure log (indicating the information that has been provided in response to requests)	Hard copy Website	As per schedule of charges below
Register on members' interest	Hard copy Website	As per schedule of charges below
Register of gifts and hospitality	Hard copy Website	
<b>Class 7 – The services we offer</b>		
Community Hall (Broad Oak)	Hard copy Website	As per schedule of charges below
Parks, playing fields and recreational facilities	Hard copy Website	As per schedule of charges below
Seating and litter bins	Hard copy Website	As per schedule of charges below
Bus shelters	Hard copy Website	As per schedule of charges below
A Summary of services for which the council is entitled to recover a fee, together with those fees.	Hard copy Website	As per schedule of charges below

### How to Access Information

This can be obtained in the following ways

- On the Parish Councils website [www.brede-pc.org.uk](http://www.brede-pc.org.uk)
- By email to the clerk [bredeparishcouncil@gmail.com](mailto:bredeparishcouncil@gmail.com)
- In writing to the Clerk for hard copies to the registered office,  
Mrs Tracy Dixon,  
The Hurst,  
Netherfield Hill,  
Battle, East Sussex,  
TN33 0LA
- By telephoning the Clerk 07540 562345

**Schedule of Charges.**

<b>Type of Charges</b>	<b>Description</b>	<b>Basis of Charge</b>
Disbursement cost	Photocopying @ 10p per sheet (black and white)	Actual cost incurred
	Printing @ 10p per sheet (black and white)	Actual cost incurred
	Printing @ 15p per sheet (colour)	Actual cost incurred
	Postage	Actual cost of Royal Mail standard 2nd class

Policy adopted on	30 <sup>th</sup> June 2021
Minute reference	63/2021
Policy next review date	June 2023