

**Information Available from Brettenham and Kilverstone Parish Council  
(under the model publication scheme)**

| <b>Information to be published</b>   | <b>How the information can be obtained</b> | <b>Cost</b>   |
|--|--|---------------|
| <b>Class1 - Who we are and what we do</b>  |  |               |
| Who's who on the Council and its Committees  | Website<br>Hard copy from Clerk            | 50p per sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website<br>Hard copy from Clerk            | 50p per sheet |
| Staffing structure   | <i>No staff employed</i>                   |               |

|   |   |               |
|---|---|---------------|
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum |   |               |
| Annual return form and report by auditor  | Hard copy from Clerk  | £4.00         |
| Finalised budget  | Web site with minutes<br>Hard copy from Clerk                       | 50p per sheet |
| Precept   | Web site with minutes<br>Contact Clerk                              |               |
| Financial Standing Orders and Regulations   | Web site<br>Hard copy from Clerk                                    | 50p per sheet |
| Grants given and received   | <i>None received</i>  |               |
| List of current contracts awarded and value of contract   | <i>None awarded</i>   |               |
| Members' allowances and expenses  | <i>Members expenses on a case by case basis recorded in minutes</i> |               |

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|--|---|---------------|
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews) |   |               |
| Parish Plan (current and previous year as a minimum)   | <i>None drawn up</i>                          |               |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)  | Web site with minutes<br>Hard copy from Clerk | 50p per sheet |
| Quality status   | <i>Not applied for</i>                        |               |
| Local charters drawn up in accordance with DCLG guidelines   | <i>None drawn up</i>                          |               |

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|---|--|--------------------------|
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions). Current and previous council year as a minimum. |  |                          |
| Date of meetings (Council & any committee/sub-committee meetings)   | Notice boards and web site   |                          |
| Agendas of meetings (as above)  | Web site until replaced by minutes of the meeting to which it refers | Hard copy @50p per sheet |
| Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.                          | Website – as draft until agreed by Council @ the subsequent meeting  | Hard copy @50p per sheet |
| Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.                   | Circulated with agenda and included in the minutes                   | Hard copy @50p per sheet |
| Responses to consultation papers  | Reported at subsequent meeting and recorded in the minutes           | Hard copy @50p per sheet |
| Responses to planning applications  | Minutes and Local Planning Authority web site                        |                          |
| Bye-laws  | <i>None made</i>   |                          |

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|---|---|------------------------------|
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only   |   |                              |
| Policies and procedures employment of staff:<br>Internal policies relating to the delivery of services<br>Policies and procedures for the conduct of council business<br>Complaints procedures (including those covering requests for information and operating the publication scheme) | <i>None employed</i><br><i>Not applicable</i><br><i>Standing Orders on web site</i><br><i>Standing Orders on web site</i> | Hard copy £5<br>Hard Copy £5 |
| Information security policy   | <i>Not applicable</i>   |                              |
| Records management policies (records retention, destruction and archive)  | <i>PC records retained by Clerk in accordance with statutory guidance</i>   |                              |
| Data protection policies  | <i>Not applicable (no personal data processed)</i>  |                              |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)  | <i>None held</i>  |                              |
| Assets Register   | Hard copy   | Hard copy £2                 |
| 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)  | <i>Not held</i>   |                              |
| Register of members' interests  | Web site  | Hard copy 50p/sheet          |
| Register of gifts and hospitality   | Web site  | Hard copy 50p/sheet          |

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|--|-----------------------|---------------------|
| <b>Class 6 – Lists and Registers</b>   |                       |                     |
| 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)               |                       |                     |
| Assets Register  | Hard copy from Clerk  | Hard Copy £2        |
| 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) | <i>Not applicable</i> |                     |
| Register of members' interests   | Web site              | Hard copy 50p/sheet |
| Register of gifts and hospitality  | Hard copy from clerk  |                     |

|   |                         |                     |
|---|-------------------------|---------------------|
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only. |                         |                     |
| Village signs, grit bins and notice boards, park bench  | Web site/asset register | Hard copy 50p/sheet |
| Allotments  | <i>None held</i>        |                     |
| Burial grounds and closed churchyards   | <i>None held</i>        |                     |
| Community centres and village halls   | <i>None held</i>        |                     |
| Public open space at Arlington Way, parks, playing fields and recreational facilities   | Asset register          | Hard copy 50p/sheet |
| Seating, litter bins, clocks, memorials and lighting  | <i>None held</i>        |                     |
| Bus shelters  | <i>None held</i>        |                     |
| Markets   | <i>None held</i>        |                     |
| Public conveniences   | <i>None held</i>        |                     |
| Agency agreements   | <i>None held</i>        |                     |
| A summary of services for which the council is entitled to recover a fee  | <i>Not applicable</i>   |                     |

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  |
|--------------------------|--|--|
| <b>Disbursement cost</b> | Photocopying @ 50p per sheet (black & white) | Cost to PC   |
|                          | Photocopying @ 100p per sheet (colour)       | Cost to PC   |
|                          | Envelopes @ 50p per envelope                 | Cost to PC   |
|                          | 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) |

**Contact details:**

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