

Information available from Briston Parish Council under the model publication scheme

| Information to be published | How the information can be obtained | Cost |
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| Class1 - Who we are and what we do | hard copy and/or website | Hard copy 10p per sheet |
| Who's who on the Council and its Committees | Briston Parish Council Ian Chilton – chairman Pete Moulton – vice chairman Carole Moulton Simon Twiddy Les Edwards Julie White Terry Girling Noeleen Woodhouse Hayley Quinsey Matthew Pickhaver Martyn Barr Andrew Rainsford | |

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| | <p>Finance & General Purpose committee: Ian Chilton Pete Moulton Noeleen Woodhouse Terry Girling Hayley Quinsey Andrew Rainsford</p> <p>Allotment committee: Ian Chilton Pete Moulton Simon Twiddy Carole Moulton Andrew Rainsford Terry Girling</p> <p>Personnel committee: Ian Chilton Pete Moulton Matthew Pickhaver Les Edwards Julie White</p> <p>Planning committee: Ian Chilton Pete Moulton Julie White Martyn Barr Terry Girling</p> | |
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| <p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p> | <p>Parish Clerk Jenny English Tel: 01263 862638 Email: parish-council@briston-norfolk.org.uk</p> <p>Responsible Financial Officer Jenny English Contact details as above</p> <p>Chairman Ian Chilton Contact details as above</p> <p>Councillors Pete Moulton Terry Girling Les Edwards Simon Twiddy Matthew Pickhaver Martyn Barr Julie White Carole Moulton Hayley Quinsey Noeleen Woodhouse Andrew Rainsford</p> | |
| <p>Location of main Council office and accessibility details</p> | <p>The Parish Office</p> | |

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| | <p>The Recreation Ground Stone Beck Lane Briston Melton Constable Norfolk NR24 2PS</p> <p>Disabled access by prior arrangement. Please contact the clerk as above Open every Monday morning from 10am to 12 noon except Bank Holidays and annual leave. Other times open by arrangement with the clerk – details as above</p> | |
| Staffing structure | Parish Clerk Responsible Financial Officer Handyman | |
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| 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 | hard copy and/or website | Hard copies 10p per sheet |
| Annual return form and report by auditor | Hard copy – contact clerk | 10p per sheet |

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| Finalised budget | Hard copy – contact clerk | 10p per sheet |
| Precept 2019/2020 | £46,253 plus grant of £1,847 | |
| 2018/2019 | £42,475 plus grant of £2,030 | |
| 2017/2018 | £41,980 plus grant of £2,183 | |
| 2016/2017 | £34,514 plus grant of £2,453 | |
| 2015/2016 | £35,288.00 plus grant of £2,819 | |
| 2014/2015 | £29,564.00 plus grant of £3,316.00) | |
| 2013/2014 | £21,767.00 | |
| 2011/2012 | £24,400.00 | |
| 2010/2011 | £25,485.00 | |
| Borrowing Approval letter | Not applicable | |
| Financial Standing Orders and Regulations | Hard copy – contact clerk | 10p per sheet |
| Grants given and received | Hard copy – contact clerk | 10p per sheet |
| List of current contracts awarded and value of contract | Hard copy – contact clerk | 10p per sheet |
| Members' allowances and expenses | Hard copy – contact clerk | 10p per sheet |
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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website) | |
| Parish Plan (current and previous year as a minimum) | Not applicable | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Hard copy – contact clerk | 10p per sheet |
| Quality status | Not applicable | |
| Local charters drawn up in accordance with DCLG guidelines | Not applicable | |
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| Class 4 – How we make decisions Decision making processes and records of decisions Current and previous council year as a minimum | Minutes of all council and committee meeting available by hard copy, email or website | Hard copy 10p per sheet |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Monthly parish council meetings normally held on the first Monday of every month excepting bank holidays. Committee meetings held as and when needed usually the third Monday of every month | |
| Agendas of meetings (as above) | Posted on five parish notice boards. Emailed to list of parishioners who have requested this information | |

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| | Hard copy – contact clerk | 10p per sheet |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Emailed copy – contact clerk Hard copy – contact clerk | 10p per sheet |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hard copy – contact clerk | 10p per sheet |
| Responses to consultation papers | Hard copy – contact clerk | 10p per sheet |
| Responses to planning applications | Hard copy – contact clerk | 10p per sheet |
| Bye-laws | Hard copy – contact clerk | 10p per sheet |
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| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | hard copy or website | Hard copy 10p per sheet |
| Policies and procedures for the conduct of council business: Procedural standing orders | Emailed copy – contact clerk Hard copy – contact clerk | 10p per sheet |
| Committee and sub-committee terms of reference | Emailed copy – contact | |

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| <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p> | <p>clerk Hard copy – contact clerk</p> <p>Not applicable</p> <p>Emailed copy – contact clerk Hard copy – contact clerk</p> <p>Emailed copy – contact clerk Hard copy – contact clerk</p> | <p>10p per sheet</p> <p>10p per sheet</p> <p>10p per sheet</p> |
| <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> | <p>No policy exists</p> <p>Equal opportunities policy</p> <p>No policy exists</p> <p>No policy exists</p> <p>Model publication policy</p> <p>Complaints policy</p> | |
| <p>Information security policy</p> | <p>General Data Protection Regulations Policy</p> | |
| <p>Records management policies (records retention, destruction and archive)</p> | <p>Document retention,</p> | |

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| | Archive and Destruction Policy | |
| Data protection policies | General Data Protection Regulation Policy | |
| Schedule of charges for the publication of information | As within this document | |
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| Class 6 – Lists and Registers | | |
| Currently maintained lists and registers only | (hard copy or website; some information may only be available by inspection) | |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Not applicable | |
| Assets Register | Hard copy or email – contact clerk | 10p per sheet |
| 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) | Not applicable | |
| Register of members' interests | Hard copy – contact clerk | 10p per sheet |
| Register of gifts and hospitality | Hard copy – contact clerk | 10p per sheet |
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| Class 7 – The services we offer | | |
| (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | (hard copy or website; some information may only be available by inspection) | |
| Current information only | | |
| Allotments | Hard copy – contact clerk | 10p per sheet |

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| Burial grounds and closed churchyards | Not applicable | |
| Community centres and village halls | Contact clerk | |
| Parks, playing fields and recreational facilities | Contact clerk | |
| Seating, litter bins, clocks, memorials and lighting | Contact clerk | |
| Bus shelters | Contact clerk | |
| Markets | Not applicable | |
| Public conveniences | Contact clerk | |
| Agency agreements | Not applicable | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Not applicable | |
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| Additional Information | | |
| This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
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Contact details:

Jenny English (Clerk), Briston Parish Council, The Parish Office, The Recreation Ground, Stone Beck Lane, Briston, Melton Constable, NR24 2PS.

Telephone: 01263 862638

Email: parish-council@briston-norfolk.org.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 @ 10p per sheet (black & white) | Actual cost * |
| | Photocopying @ 50p per sheet (colour) | Actual cost |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| Other | | |

- the actual cost incurred by the public authority

Readopted 4th November 2019.

Signed: Peter Lantam

Dated: 4th November 2019.