

**Information available from Brampton with Oxnead Parish Council
under the model publication scheme**

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do	Noticeboards	
(Organisational information, structures, locations and contacts)	Council website - http://brampton-norfolk.norfolkparishes.gov.uk/	
Whos who on the Council and its Committees	Noticeboards	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Noticeboards	
Location of main Council office and accessibility details	Noticeboards	
Class 2 - What we spend and how we spend it	By application to the Clerk	£5.00
(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	Website	
Current and previous financial year as a minimum		
Annual return form and report by auditor	By application to the Clerk	£5.00
Finalised budget	By application to the Clerk	£5.00
Precept	By application to the Clerk	£5.00
Borrowing Approval letter	By application to the Clerk	£5.00
Financial Standing Orders and Regulations	By application to the Clerk	£5.00
Grants given and received	By application to the Clerk	£5.00
List of current contracts awarded and value of contract	By application to the Clerk	£5.00
Members' allowances and expenses	By application to the Clerk	£5.00
Class 3 - What our priorities are and how we are doing	By application to the Clerk	£5.00
(Strategies and plans, performance indicators, audits, inspections and reviews)		
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)	Website	
Quality status	Not applicable	
Class 4 - How we make decisions	By application to the Clerk	£5.00
(Decision making processes and records of decisions)	Minutes on the website	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Noticeboards	
Agendas of meetings (as above)	Website Noticeboards	
Minutes of meetings (as above)	Website Website	
N.B. this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings	By application to the Clerk	£5.00
N.B. this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers	By application to the Clerk	£5.00
Responses to planning applications	Website (in minutes)	
Class 5 - Our policies and procedures	By application to the Clerk	£5.00
(Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business:	Website	
Procedural standing orders	Website	

Code of Conduct	Website	
Policy statements Policies and procedures for the provision of services and about the employment of staff:		
Equal Opportunities Statement	Website	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	
Schedule of charges (for the publication of information)	Website	
Class 6 - Lists and Registers	By inspection on application to the Clerk	
Currently maintained lists and registers only		
Register of Electors		
Assets Register	By application to the Clerk	£5.00
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)		
Register of members interests	By application to the Clerk	£5.00
Register of gifts and hospitality	By application to the Clerk	£5.00
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		
Recreational facilities, Bus shelter	By application to the Clerk	
Seating, litter bins, clocks, memorials and lighting	By application to the Clerk	
Agency agreements	By application to the Clerk	£5.00

Contact details:

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TYPE OF CHARGE DESCRIPTION

Disbursement cost Photocopying @ £1.00 per sheet (black & white)
Postage

BASIS OF CHARGE

Actual cost plus Clerks time
Actual cost of Royal Mail standard 2nd class

Statutory Fee