



## Information available from Broadhembury Parish Council under the model publication scheme

| Information to be published  | How the information can be obtained | Cost |
|--|-------------------------------------|------|
| <p><b>Class1 - Who we are and what we do</b><br/>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> | (hard copy and/or website)          | Free |
| Who's who on the Council and its Committees  | (hard copy and/or website)          | Free |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))                             | (hard copy and/or website)          | Free |
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| <p><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)</p> <p>Current and previous financial year as a minimum</p> | Available in the Minutes retrospectively<br>(hard copy and/or website) | Photocopying @ 0.10p per sheet<br>(black & white) |
| Annual return form and report by auditor  | Published in the Minutes<br>(hard copy and/or website)                 | Photocopying @ 0.10p per sheet<br>(black & white) |
| Finalised budget  | Published in the Minutes<br>(hard copy and/or website)                 | Photocopying @ 0.10p per sheet<br>(black & white) |
| Precept   | Published in the Minutes<br>(hard copy and/or website)                 | Photocopying @ 0.10p per sheet<br>(black & white) |
| Financial Standing Orders and Regulations   | (hard copy and/or website)   | Photocopying @ 0.10p per sheet<br>(black & white) |
| Grants given and received   | (hard copy and/or website)   | Photocopying @ 0.10p per sheet<br>(black & white) |
| List of current contracts awarded and value of contract   | (some information may only be available by inspection)                 | Photocopying @ 0.10p per sheet<br>(black & white) |
| Members' allowances and expenses  | (some information may only be available by inspection)                 |   |

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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) | (hard copy or website)  | Photocopying @<br>0.10p per sheet<br>(black & white) |
| Parish Plan  | (hard copy and/or website)  | Free   |
| Annual Report to Parish Meeting (current and previous year as a minimum)   | Available as electronic<br>newsletter and published<br>on website<br>(hard copy and/or website) | Photocopying @<br>0.10p per sheet<br>(black & white) |
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| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br>Current and previous council year as a minimum | (hard copy or website)  | Photocopying @<br>0.10p per sheet<br>(black & white) |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)  | (Notice boards, hard copy<br>and/or website)  | Photocopying @<br>0.10p per sheet<br>(black & white) |
| Agendas of meetings (as above)   | (Notice boards, hard copy<br>and/or website)  | Photocopying @<br>0.10p per sheet<br>(black & white) |
| Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.                          | (hard copy and/or website)  | Photocopying @<br>0.10p per sheet<br>(black & white) |
| Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.                   | (hard copy and/or website)  | Photocopying @<br>0.10p per sheet<br>(black & white) |
| Responses to consultation papers   | (hard copy and/or website)  | Photocopying @<br>0.10p per sheet<br>(black & white) |

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| Responses to planning applications  | (hard copy and/or website) | Photocopying @ 0.10p per sheet (black & white) |
| Bye-laws  | (hard copy and/or website) | Photocopying @ 0.10p per sheet (black & white) |
|   |                            |  |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only   | (hard copy or website)     | Photocopying @ 0.10p per sheet (black & white) |
| Policies and procedures for the conduct of council business:<br><br>Procedural standing orders<br>Committee and sub-committee terms of reference Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements | (hard copy or website)     | Photocopying @ 0.10p per sheet (black & white) |
| <b>Information security policy</b>  |                            |  |

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| Records management policies (records retention, destruction and archive)   | (hard copy and/or website)  | Photocopying @ 0.10p per sheet (black & white) |
| Data protection policies   | (hard copy and/or website)  | Photocopying @ 0.10p per sheet (black & white) |
| Schedule of charges (for the publication of information)   | (hard copy and/or website)  | Photocopying @ 0.10p per sheet (black & white) |
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| <b>Class 6 – Lists and Registers</b><br>Currently maintained lists and registers only  | (hard copy or website;<br>some information may only be available by inspection) | Photocopying @ 0.10p per sheet (black & white) |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)               | (some information may only be available by inspection)                          |  |
| Assets Register  | (hard copy and/or website)  | Photocopying @ 0.10p per sheet (black & white) |
| 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) | (some information may only be available by inspection)                          |  |
| Register of members' interests   | (some information may only be available by inspection)                          | Photocopying @ 0.10p per sheet (black & white) |

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| Register of gifts and hospitality  | (some informa may only be available by inspection)                           | Photocopying @ 0.10p per sheet (black & white) |
| <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)<br><br>Current information only | (hard copy or website; some information may only be available by inspection) | Photocopying @ 0.10p per sheet (black & white) |
| Playing fields, Millennium Gardens, and Memorial Hall Car Park   | (hard copy and/or website)   | Photocopying @ 0.10p per sheet (black & white) |
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| <b>Additional Information</b>  |  |  |

**Contact details:**

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**Parish Clerk**  
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**Chardstock**  
**NR Axminster**  
**DEVON**  
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**Email: [clerk@broadhembury-pc.gov.uk](mailto:clerk@broadhembury-pc.gov.uk)**

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>   | <b>BASIS OF CHARGE</b>                                   |
|--------------------------|--|--|
| <b>Disbursement cost</b> | Photocopying @ 0.10p per sheet (black & white)                     | Actual cost *  |
|                          | Photocopying @0.60p per sheet (colour)                             | Actual cost  |
|                          |  |  |
|                          | Postage  | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |
|                          |  |  |
| <b>Statutory Fee</b>     | £25.00<br>Current limit £450.00 based on 18 hours @£25.00 per hour | In accordance with the relevant legislation              |
|                          |  |  |
| <b>Other</b>             |  |  |
|                          |  |  |

\* the actual cost incurred by the public authority