

Information available from Belbroughton and Fairfield Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost see final section
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts & where possible with telephone number and email address (if used))	Website	
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)	
Annual return form and report by auditor	Hard copy from Clerk	

Finalised budget	Website	
Precept	Website	
Investment strategy	Hard copy from clerk	
Financial Regulations	Hard copy from clerk	
Grants given and received	Hard copy from clerk	
List of current contracts awarded and value of contract	Hard copy from clerk	
Members' allowances and expenses	Hard copy from clerk	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or hard copy from clerk	
Quality status	Website	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	

Responses to consultation papers	Hard copy from clerk	
Responses to planning applications	Hard copy or Email from clerk	
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)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copies from Clerk	
Policies and procedures for handling requests for information	Website	
Schedule of charges (for the publication of information)	website	

Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets Register	Hard copy from clerk	
Register of members' interests	Hard copy from clerk	
Register of gifts and hospitality	N/A	
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	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Information from clerk	
Bus shelters	Information from clerk	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Belbroughton Village Design Statement	Website	
Parish Council newsletters	Website	
Parish Contacts	Website	
Future events	Website	

Contact details: John Farrell clerk and responsible finance officer 01299 270722 e mail belbroughtonpc@live.co.uk

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ £1 p per sheet for first sheet, 10p per sheet thereafter (black & white)	Actual cost
	Postage at current rates for 2nd class delivery	Actual cost of Royal Mail standard 2 nd class