

## Information available from Brington & Molesworth Parish Council under the Model Publication Scheme.

| Information to be published:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | How the information can be obtained: | Cost:                                                                                                                 |
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| <b>Class 1 - Who we are and what we do:</b><br>(Organisational information, structures, locations and contacts)<br>This will be current information only<br>N.B. Councils should already be publishing as much information as possible about how they can be contacted.<br>Who's who on the Council and its Committees<br>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))<br>Location of main Council office and accessibility details<br>Staffing structure<br><br> | hard copy or via e-mail              | Please refer to the schedule of charges on page 4.<br>There is no charge for the provision of information via e-mail. |
| <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)<br>Current and previous financial year as a minimum<br>Annual return form and report by auditor<br>Finalised budget<br>Precept<br><del>Borrowing Approval letter</del><br>Financial Standing Orders and Regulations<br>Grants given and received<br>List of current contracts awarded and value of contract<br><del>Members' allowances and expenses</del><br><br>       | hard copy or via e-mail              |                                                                                                                       |

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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)<br>Parish Plan (current and previous year as a minimum)<br>Annual Report to Parish or Community Meeting (current and previous year as a minimum)<br><del>Quality status</del><br><del>Local charters drawn up in accordance with DCLG guidelines</del>                                                                                                                                                                                                              | hard copy via e-mail                                                                                                                              | Please refer to the schedule of charges on page 4.<br>There is no charge for the provision of information via e-mail. |
| <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<br>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)<br>Agendas of meetings (as above)<br>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.<br>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.<br>Responses to consultation papers<br>Responses to planning applications | hard copy or via e-mail                                                                                                                           |                                                                                                                       |
| Bye-laws                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | hard copy or via e-mail                                                                                                                           |                                                                                                                       |
| <b>Class 5 – Our policies and procedures:</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only                                                                                                                                                                                                                                                                                                                                                                                                                                      | hard copy or via e-mail                                                                                                                           |                                                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | See:<br><a href="http://www.huntingdonshire.gov.uk/Planning/Pages/default.aspx">http://www.huntingdonshire.gov.uk/Planning/Pages/default.aspx</a> |                                                                                                                       |
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| Policies and procedures for the conduct of council business:<br>Procedural standing orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements                                                                                                                                                                                                                       |                                                                                 |                                                                                                                           |
| Policies and procedures for the provision of services and about the employment of staff:<br>Internal policies relating to the delivery of services<br>Equality and diversity policy<br>Health and safety policy<br>Recruitment policies (including current vacancies)<br>Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme) |                                                                                 | Please refer to the schedule of charges on page 4.<br><br>There is no charge for the provision of information via e-mail. |
| Information security policy                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                 |                                                                                                                           |
| Records management policies (records retention, destruction and archive)                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                 |                                                                                                                           |
| Data protection policies                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                 |                                                                                                                           |
| Schedule of charges (for the publication of information)                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                 |                                                                                                                           |
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| <b>Class 6 – Lists and Registers:</b><br>Currently maintained lists and registers only                                                                                                                                                                                                                                                                                                                                                                   | (hard copy or via e-mail; 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)                                                                                                                                                                                                                                                                                                       |                                                                                 |                                                                                                                           |
| Assets Register                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                 |                                                                                                                           |
| 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                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                 |                                                                                                                           |
| Register of gifts and hospitality                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                 |                                                                                                                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                 |                                                                                                                           |
| <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)                                                                                                                                                                                                                                                                                | (hard copy or via e-mail; some information may only be available by inspection) |                                                                                                                           |

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| Current information only                                                                                                                         |  |                                                                                                                |
| <del>Allotments</del>                                                                                                                            |  |                                                                                                                |
| <del>Burial grounds and closed churchyards</del>                                                                                                 |  |                                                                                                                |
| <del>Community centres and village halls</del>                                                                                                   |  |                                                                                                                |
| <del>Parks, playing fields and recreational facilities</del>                                                                                     |  |                                                                                                                |
| Seating, litter bins, clocks, memorials and lighting                                                                                             |  |                                                                                                                |
| Bus shelters                                                                                                                                     |  |                                                                                                                |
| <del>Markets</del>                                                                                                                               |  |                                                                                                                |
| <del>Public conveniences</del>                                                                                                                   |  |                                                                                                                |
| <del>Agency agreements</del>                                                                                                                     |  |                                                                                                                |
| A summary of services for which the council is entitled to recover a fee, together with those fees.                                              |  | Please refer to the schedule of charges below. There is no charge for the provision of information via e-mail. |
|                                                                                                                                                  |  |                                                                                                                |
| <b>Additional Information:</b><br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above |  |                                                                                                                |
| No additional information                                                                                                                        |  |                                                                                                                |

**Contact details:**

Ms Ramune Mimiene  
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8 Bernard Road, Brampton, Huntingdon PE28 4RW  
Telephone: 07596 163703. E-mail: [clerk@bringtonmolesworth-pc.gov.uk](mailto:clerk@bringtonmolesworth-pc.gov.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                                                        |
|--------------------------|----------------------------------------------|------------------------------------------------------------------------|
| <b>Disbursement cost</b> | Photocopying @ 10p per sheet (black & white) | Actual cost *                                                          |
|                          | Photocopying @20p per sheet (colour)         | Actual cost *                                                          |
|                          | Postage                                      | Actual cost of Royal Mail standard 2 <sup>nd</sup> class               |
| <b>Statutory Fee</b>     | N/A                                          | In accordance with the relevant legislation (quote the actual statute) |
| <b>Other</b>             | None                                         |                                                                        |

\* the actual cost incurred by the public authority