

## Information available from Bramshill 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/> <b>Bramshill Parish Council</b></p> <p>The Parish Council has a range of powers but in a small Parish many of these are not relevant. Most of the Council's time is taken up by lobbying either the County on parishioners' behalf over highway matters or the District over planning issues. The Council is a statutory consultee on planning applications and does its best to retain the rural character of the Parish.</p>  |                                     |      |
| <p><b>Council Members:-</b></p> <p><b>Nigel Storate (Chairman)</b><br/> Bramshill Stud, Well House Lane, Bramshill, Hook, Hants RG27 0RG Tel: 0118 973 6526</p> <p><b>Shaun Allison</b><br/> Three Oaks, Ford Lane, Bramshill, Hook, Hants RG27 0RH Tel: 0118 932 6270</p> <p><b>Maggie Sheerman</b><br/> The Old Plough, Plough Lane, Bramshill, Hook, Hants. Tel: 0118 932 6653</p> <p><b>Bob Coe</b><br/> The Pheasantry, Bramshill Park, Bramshill, Hook Hants Tel: 01252 842318</p> <p><b>Annie Clarke</b><br/> 3 Copes Lane, Bramshill, Hook, Hants RG27 0RQ Tel: 0118 932 6044</p> <p><b>Clerk to the Council: Glynis Spencer</b><br/> 11 Cricket Green, Hartley Wintney, Hook, Hants RG27 8PP Tel: 01252 842542<br/> e-mail: <a href="mailto:clerk.bramshill@gmail.com">clerk.bramshill@gmail.com</a></p> |                                     |      |

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| <p><b>Parish Council Contact Details</b></p> <p>Mrs Glynis Spencer<br/> Clerk to the Parish<br/> 11 Cricket Green<br/> Hartley Wintney<br/> Hook<br/> Hants<br/> RG27 8PP<br/> Tel: 01252 842542<br/> E: mail: <a href="mailto:clerk.bramshill@gmail.com">clerk.bramshill@gmail.com</a><br/> Parish Website: <a href="http://Bramshill-pc.org.uk">Bramshill-pc.org.uk</a></p> <p>Office Hours:- Between the hours of 10 am to 4 pm Monday – Friday</p> <p>The information contained in each class will be available in hard copy on request from the above address. A charge for each sheet, plus second class postage will be made.<br/> At the time of print these charges are:- 27p (second class) for standard size documents and 42p (second class) for larger documents.</p> <p>Inspection of information may be made by prior appointment. ( A charge of £5 will be made for this service) Requests should be made in writing.</p> |  |                  |
| <p><b>Class 2 – What we spend and how we spend it</b></p> <p><u><b>Accounts</b></u><br/> The Parish Council has a duty to publish accounts annually and these are available for inspection. Starting with the accounts for 2003-2004, the finalised Parish Accounts can be seen by application to the Clerk</p>   | <p>Parish Website<br/> Hard copy – contact Clerk</p> | <p>20p/sheet</p> |
| <p>Annual return form and report by auditor</p>   | <p>Parish Website<br/> Hard copy – contact Clerk</p> | <p>20p/sheet</p> |
| <p>Finalised budget</p>   | <p>Hard copy – contact Clerk</p>                     | <p>20p/sheet</p> |

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| Precept request   | Hard copy – contact Clerk   | 20p/ sheet |
| Financial Standing Orders and Regulations   | Hard copy – contact Clerk   | 20p/sheet  |
| <b>Class 3 – What our priorities are and how we are doing</b>   |   |            |
| Copies of the accepted Annual Parish Council Meetings minutes are available.  | Parish Website<br>Hard copy – contact Clerk                                     | 20p/sheet  |
| <b>Class 4 – How we make decisions</b>  |   |            |
| Agendas of meetings   | Displayed on Parish Notice Board 7 days prior to the meeting and parish Website | Free       |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.   | Hard copy – contact Clerk   | 20/p sheet |
| Responses to consultation papers  | Hard copy – contact Clerk   | 20/p sheet |
| Responses to planning applications  | Hard copy – contact Clerk   | 20/p sheet |
| Bye-laws  | Hard copy – contact Clerk   | 20/p sheet |
| <b>Class 5 – Our policies and procedures</b>  |   |            |
| Current written protocols, policies, and procedures for delivering our services and responsibilities.<br>Current information only   |   |            |
| 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 | Hard copy – contact Clerk   | 20p/sheet  |

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| <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.<br/> Recruitment policies (including current vacancies)<br/> Policies and procedures for handling requests for information<br/> Complaint's procedures (including those covering requests for information and operating the publication scheme)</p> | Hard copy – contact Clerk | 20p/sheet |
| Records management policies (records retention, destruction and archive)   |                           |           |
| Schedule of charges (for the publication of information)   |                           |           |
| <p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>   |                           |           |
| Register of members' interests   | Hard copy – contact Clerk | 10p/sheet |
| <p><b>Class 7 – The services we offer.</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br/> Current information only</p>   |                           |           |
| Parish Notice Board and Website  |                           |           |
| <p><b>Additional Information</b></p> <p>None</p>   |                           |           |

## 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 @ 20p per sheet (black & white) | Time of preparation and copying fee.                     |
|                          | Postage 27p small letter<br>42p large letter | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |
|                          |  |  |
|                          | Inspection of documents by appointment £5    | Arrangement and preparation time                         |
|                          |  |  |

**BPC have removed the following items from the Freedom of Information Publication Scheme as all items are not applicable to this parish but will be monitored on a regular basis.**

|  |     |  |
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| Borrowing Approval letter                                  | N/A |  |
| Grants given and received                                  | N/A |  |
| List of current contracts awarded and value of contract    | N/A |  |
| Parish Plan (current and previous year as a minimum)       | N/A |  |
| Quality status   | N/A |  |
| Local charters drawn up in accordance with DCLG guidelines | N/A |  |
| Information security policy                                | N/A |  |

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|--|-----|--|
| Assets Register  | N/A |  |
| 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) | N/A |  |
| Register of gifts and hospitality  | N/A |  |
| 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   | N/A |  |
| Bus shelters   | N/A |  |
| 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 |  |