

PUBLICATION SCHEME - Branston Parish Council

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do Current Information only	Hard copy/website	Free
Who's who on the Council and its Committees	Hard Copy/website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number)	Noticeboards, Website, Hard Copy	Free
Class 2 – What we spend and how we spend it Current and previous financial year as a minimum	Hard copy/website	Free
Annual return form and report by auditor	Hard Copy/website	Free
Finalised budget	Hard Copy/website	Free
Precept	Hard Copy/website	Free
Financial Standing Orders and Regulations	Hard Copy/website	Free
Grants given and received	Hard Copy/website	Free
Class 3 – What our priorities are and how we are doing		
Parish Plan	N/A	
Quality status	N /A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions Current and previous council year as a minimum	Hard copy/website	Free
Timetable of meetings	Website, Noticeboards,or Hard Copy	Free
Agendas of meetings	Noticeboards/Hard Copy/website	Free
Minutes of meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy/website	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy /website	Free
Responses to consultation papers	Hard Copy/website	Free
Responses to planning applications	Hard Copy/website	Free
Class 5 – Our policies and procedures Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference	Hard copy/website	Free



Branston Parish Council



Delegated authority in respect of officers Code of Conduct		
Policies and procedures for the provision of services and about the employment of staff	Hard Copy/website	Free
Class 6 – Lists and Registers		
Assets Register	By Inspection/website	Free
Register of members' interests	By Inspection/on website	Free
Register of gifts and hospitality	By Inspection	Free
Class 7 – The services we offer Current information only		
Parks, playing fields and recreational facilities	By Inspection / Hard Copy/website	Free
Litter bins/benches/bus shelters	By Inspection / Hard Copy/website	Free

CONTACT DETAILS

Mrs K Lear, Parish Clerk/ Responsible Officer, Branston Parish Council, 30 Forest Edge Way, Burton on Trent

SCHEDULE OF CHARGES

One copy of any document will be supplied free of charge to any Branston resident – posted via Royal Mail second class post.

For multiple copies the charge will be the copying cost at 10p per sheet black and white and the actual cost of Royal Mail second class postage.