

## Guide to information.

### Information available from Brampton Parish Council under the Model Publication Scheme.



Information to be published	How the information can be obtained	Cost
<p>In accordance with the Freedom of Information Act 2009, Brampton Parish Council has introduced a publication scheme which is a guide to the types of information we will publish.</p> <p>The publication scheme can be accessed at the parish Council website- Or a paper copy is available for inspection at;</p> <p><b>Brampton Parish Council Unit 2 The Old Brewery Craw Hall Brampton CA8 1TR</b></p>	<p>Office is open Monday – Friday  9.00-5.00pm</p>	<p>See costs below</p>
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Copies of all these documents may be requested from the Council Office in writing or by e-mail to <b>clerk@bramptonpc.org.uk</b> Electronic copies of most documents are also available.</p> <p>See also website: <b>bramptonparishcouncil.org.uk</b></p>	<p><b>See costs below</b></p>
<p>Who's who on the Council and its Committees</p>	<p>Parish Council Website Parish Noticeboard Contact Clerk for hard copy</p>	
<p>Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Parish Council Website Contact Clerk for hard copy BIG magazine</p>	
<p>Location of main Council office and accessibility details</p>	<p>Office is open to the public between 9.00am and 5.00pm every week-day</p> <p>Agendas provide information about access to meetings, also available on website/contact Clerk for hard copy</p>	
<p>Staffing structure</p>	<p>Clerk/RFO, and Caretakers.</p> <p>Website BIG magazine Contact Clerk for hard copy</p>	

<p><b>Class 2 – What we spend and how we spend it</b> (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>	<p>Copies of all these documents may be requested from the Council Office in writing or by e-mail to <b>clerk@bramptonpc.org.uk</b></p> <p>Electronic copies of most documents are also available.</p> <p>See also website: <b>bramptonparishcouncil.org.uk</b></p>	<p><b>See costs below</b></p>
<p>Annual return form and report by auditor</p>	<p>Parish Council Noticeboard. Website. Contact Clerk for hard copy</p>	
<p>Finalised budget</p>	<p>Website/Contact Clerk for hard copy</p>	
<p>Precept</p>	<p>Website/Contact Clerk for hard copy</p>	
<p>Borrowing Approval letter</p>	<p>Not applicable</p>	
<p>Financial Standing Orders and Regulations</p>	<p>Website/Contact Clerk for hard copy</p>	
<p>Grants given and received</p>	<p>Website/Contact Clerk for hard copy</p>	
<p>List of current contracts awarded and value of contract</p>	<p>Contact Clerk for hard copy</p>	
<p>Members' allowances and expenses</p>	<p>Contact Clerk for hard copy</p>	
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>Copies of all these documents may be requested from the Council Office in writing or by e-mail to <b>clerk@bramptonpc.org.uk</b></p> <p>Electronic copies of most documents are also available.</p> <p>See also website: <b>bramptonparishcouncil.org.uk</b></p>	<p><b>See costs below</b></p>
<p>Parish Plan 2005</p>	<p>Contact Clerk for hard copy</p>	
<p>Annual Report to Parish meeting</p>	<p>Website/Contact Clerk for hard copy</p>	
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Copies of all these documents may be requested from the Council Office in writing or by e-mail to <b>clerk@bramptonpc.org.uk</b></p> <p>Electronic copies of most documents are also available.</p> <p>See also website: <b>bramptonparishcouncil.org.uk</b></p>	<p><b>See costs below</b></p>
<p>Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)</p>	<p>Website/Contact Clerk for hard copy</p>	
<p>Agendas of meetings (as above)</p>	<p>Website/Contact Clerk for hard copy Noticeboards</p>	
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting</p>	<p>Website/Contact Clerk for hard copy</p>	
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting</p>	<p>Contact Clerk for hard copy</p>	
<p>Responses to consultation papers</p>	<p>Contact Clerk for hard copy</p>	

Responses to planning applications	Website/Contact Clerk for hard copy Cumberland Council website	
Bye-laws	Available from Council Office	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Copies of all these documents may be requested from the Council Office in writing or by e-mail to <b>clerk@bramptonpc.org.uk</b> Electronic copies of most documents are also available.  See also website: <b>bramptonparishcouncil.org.uk</b>	<b>See costs below</b>
Policies and procedures for the conduct of council business:  <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> </ul> Policy statements	Website/Contact Clerk for hard copy	
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme.	Website/Contact Clerk for hard copy	
Information security policy	Hard and remote back up of all electronic records Deeds and leases held in secured and fireproof cabinet.	
Records management policies (records retention, destruction and archive)	Website/Contact Clerk for hard copy	
Data protection policies	No data not in public domain other than that specified by the Act.	
Schedule of charges (for the publication of information)	See below	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	Some documents are available for inspection only and may not be copied	<b>See costs below</b>
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Burial records Register of Electors (short)  Available by inspection – Apply to Clerk	
Land and Buildings owned by the Parish Council	Available by inspection – Apply to Clerk	
Assets Register	Available on website	

Register of members' interests	Available on website and Cumberland Council website	
Register of gifts and hospitality	Available on website and Cumberland Council website	

<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Copies of all these documents may be requested from the Council Office in writing or by e-mail. Electronic copies of most documents are also available.</p> <p>Some documents are available for inspection only and may not be copied.</p>	<p><b>See costs below</b></p>
<p>Allotments</p>	<p>Clay Dubbs Allotments are owned by the Parish Council and operated by Clay Dubbs Allotment Association. Website/Contact Clerk for further information.</p>	
<p>Burial grounds and closed churchyards</p>	<p>Brampton Cemetery is operated and owned by Parish Council. Information on website. Charging details available from Council Office or through local Funeral Directors Burial records available by request from the Office Old Church Churchyard (closed) maintained by the Parish &amp; Cumberland Council (limited records available) St. Martin's Churchyard (closed) maintained by the Parish Council</p>	
<p>Community centres and village halls</p>	<p>Moot Hall Website/Contact Clerk for further information.</p>	
<p>Parks, playing fields and recreational facilities</p>	<p>King George V field, Murray Park, The Mote, The Sands, The Rec, Irthing Park play area, Elmfield, St. Martin's play area plus other smaller pieces of ground Website/ Contact the Clerk</p>	
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Seating at Council owned land and on recreational grounds. Litter bins provided on Council owned land. Capontree Memorial owned and maintained by the Council. Website/ Contact the Clerk</p>	
<p>Bus shelters</p>	<p>Parish own and maintain the 2 stops at The Sands Website/ Contact the Clerk</p>	
<p>Markets</p>	<p>Parish operates weekly market. Other markets (monthly with Parish Council's permission) Contact the Clerk</p>	

## Contact details: Ms. Allison Riddell, Parish Clerk. (as above)

### SCHEDULE OF CHARGES

Information which is published and accessed electronically will be provided free. A small charge may be made for accessing and copying information.

This describes how the charges have been arrived at:

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost at time of copying
	Postage dependant on weight of package	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

Adopted October 2008

Last review date - 14<sup>th</sup> May, 2024