

Information available from Braishfield Parish Council under the model publication scheme

| Information to be published | How the information can be obtained | Cost |
|--|---|------|
| <p>Class1 - Parish Council (Organisational information, structures, locations and contacts)</p> | | |
| Who's who on the Council and its Committees | Website. Email or hard copy from Clerk on written request. | £1 |
| Contact details for Chairman and Parish Clerk | Test Valley Borough Council website | |
| <p>Class 2 – Financial information</p> | | |
| Annual return form and report by auditor | Email or hard copy from Clerk on written request. | £1 |
| Finalised budget | Email or hard copy from Clerk on written request. | £1 |
| Precept | Email or hard copy from Clerk on written request. | £1 |
| Financial Standing Orders and Regulations | Email or hard copy from Clerk on written request. | £1 |
| Grants given and received | Email or hard copy from Clerk on written request. | £1 |
| List of current contracts awarded and value of contract | Email or hard copy from Clerk on written request. | £1 |
| Members' allowances and expenses | Email or hard copy from Clerk on written request. | £1 |
| <p>Class 3 – What our priorities are and</p> | | |

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| how we are doing | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Council website |
| Class 4 – How we make decisions | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Council website |
| Agendas of meetings | Email or hard copy from Clerk on written request |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Council website |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Email or hard copy from Clerk on written request |
| Responses to consultation papers | Minutes on Council website |
| Responses to planning applications | Email or hard copy from Clerk on written request |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) | |
| Current information only | |
| Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements | Email or hard copy from Clerk on written request Refer to Borough Council for Code of Conduct information |
| | £1 |

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| Records management policies (records retention, destruction and archive) | Email or hard copy from Clerk on written request | £1 |
| Class 6 – Lists and Registers | | |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Email or hard copy from Clerk on written request where legally possible, otherwise a viewing may be made. | £1 |
| Assets Register | Council website | |
| Register of members' interests | Refer to Borough Council | |
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| Class 7 – The services we offer | | |
| Parks, playing fields and recreational facilities | Email or hard copy from Clerk on written request | £1 |
| Seating, litter bins, memorials | Email or hard copy from Clerk on written request | £1 |
| Bus shelters | Email or hard copy from Clerk on written request | £1 |
| | Hard copy | |
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Contact details:

**Braishfield Parish Council
C/o Sharpes Cottage
Lower Street
Braishfield SO51 0PH**

Note: The standard £1 fee does not apply for information sent by email.