

# BREDHURST PARISH COUNCIL

## Publication Scheme

Adopted: October 2017

Reviewed: May 2024



Published Information	How it can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (current information only)		
Who's who on the Council	Website	Free
Contact details for Parish Clerk and Councillors	Hard copy	At cost
<b>Class 2 – What we spend and how we spend it</b> (current and previous financial year as a minimum)		
Annual Return form and report by auditor	Website	Free
Financial Regulations	Hard copy	At cost
Precept	Hard copy	At cost
Finalised budget		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Report to Parish Meeting (current and previous)	Website Hard copy	Free At cost
<b>Class 4 – How we make decisions</b> (current and previous Council year as a minimum)		
Timetable of meetings	Noticeboard	Free
Agendas of meetings	Website	Free
Minutes of meetings	Hard copy	At cost
Reports presented to meetings	Hard copy	At cost
Responses to consultation papers		
Responses to planning applications	Planning portal Hard copy	Free At cost
<b>Class 5 – Our policies and procedures</b> (current information only)		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Financial Regulations &amp; Transactions</li> <li>• Terms of Reference</li> <li>• Code of Conduct</li> <li>• Complaints Policy</li> <li>• See website for full list of policies</li> </ul>	Website Hard copy	Free At cost
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internet Usage Policy</li> <li>• Policies and procedures for handling requests for information</li> <li>• Barn, allotment and community field policies</li> <li>• Schedule of charges (for the publication of information)</li> </ul>	Website Hard copy	Free At cost
<b>Class 6 – Lists and Registers</b> (currently maintained lists and registers only)		
Register of Electors	By inspection only	At cost
Asset Register	Hard copy	At cost
Register of Interests	Website Hard copy	Free At cost

<b>Class 7 – The services we offer</b> (current information only)		
Blacksmiths Barn, allotments, playing field, seating and notice boards	Hard copy	At cost

Website: [www.bredhurstparishcouncil.org.uk](http://www.bredhurstparishcouncil.org.uk)

Hard copies are available on application to the Parish Clerk:

C/O Blacksmith's Barn  
 Blacksmith's Court  
 Bredhurst  
 Kent  
 ME7 3JU

[clerk@bredhurstpc.org.uk](mailto:clerk@bredhurstpc.org.uk)

**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class stamp
Other	Labour	Actual staff cost at hourly rate