



Information available from Castle Bromwich Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost <small>* please see final page</small>
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Hard copy Website	Free to collect. Free to download.
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy Website	Free to collect. Free to download.
Location of main Council office and accessibility details	Hard copy Website	Free to collect. Free to download.
Staffing structure	Hard copy	5p per sheet (b&w) + postage
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard copy	5p per sheet (b&w) + postage
Finalised budget	Hard copy	5p per sheet (b&w) + postage
Precept	Hard copy	5p per sheet (b&w) + postage
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Hard copy	5p per sheet (b&w) + postage

Castle Bromwich Parish Council

Council Office, Arden Hall, Water Orton Road, Castle Bromwich, Solihull, B36 9PB
Tel: 0121 747 6503 Fax 0121 747 2187

E-mail: counciloffice@castlebromwichpc.gov.uk Website: www.castlebromwichpc.gov.uk



Grants given and received	Hard copy	5p per sheet (b&w) + postage
List of current contracts awarded and value of contract	Hard copy	Free to collect
Members' allowances and expenses	Hard copy	Free to collect
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	Free to collect
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Website	Free to collect. Free to download.
Agendas of meetings (as above)	Hard copy Website	Free to collect. Free to download.
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Website	Free to collect. Free to download.
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	5p per sheet (b&w) + postage
Responses to consultation papers	Hard copy	5p per sheet (b&w) + postage
Responses to planning applications	Hard copy	Free to collect
Bye-laws	Hard copy	Free to collect
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	Hard copy	5p per sheet (b&w) + postage

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Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy Hard copy Hard copy Hard copy Hard copy	5p per sheet (b&w) + postage
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)	N/A Hard copy Hard copy N/A Hard copy Hard copy	N/A 5p per sheet (b&w) + postage N/A Free to collect Free to collect
Information security policy		
Records management policies (records retention, destruction and archive)	Hard Copy	5p per sheet (b&w) + postage
Data protection policies	Hard Copy	5p per sheet (b&w) + postage
Schedule of charges (for the publication of information)	Hard copy Website	Free to collect. Free to download.
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Available by inspection	
Assets Register	Available by inspection	
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)		
Register of members' interests	Available at Solihull MBC	
Register of gifts and hospitality	Available at Solihull MBC	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public	(hard copy or website; some information may	

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and businesses) Current information only	only be available by inspection)	
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls	Hard copy Website	Free to collect. Free to download.
Parks, playing fields and recreational facilities	Hard copy Website	Free to collect. Free to download.
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Friends of Arden Hall guide	Hard Copy	Free to Collect

Contact details: 9 am – 1-pm Monday - Friday
Clerk to the Council,
Council Office,
Arden Hall,
Water Orton Road,
Castle Bromwich, Solihull.
B36 9PB Tel: 0121 747 7150

SCHEDULE OF CHARGES →

This describes how the charges have been arrived at. Some documents may already be in print then charge may be discretionary.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white) Photocopying @ 15p per sheet (colour via printer)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class or large letter rate if applicable.
	Research for archived material: Indication of cost will be given prior to research being undertaken.	Above photocopying charge plus twice the Clerks hourly pay according to length of time taken.
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority