



Castle Bromwich Parish Council Publication Scheme (Freedom of Information Act 2000)

Information to be published	How to obtain the information	Cost <small>* please see final page</small>
Class1 - Who we are and what we do Current information relating to organisational information, structures, locations & contacts.		
<ul style="list-style-type: none"> • Who's who on the Council and its Committees 	Hard copy Website / Email	Free to collect. Free to download.
<ul style="list-style-type: none"> • Contact details for Parish Clerk and Council members 	Hard copy Website / Email	Free to collect. Free to download.
<ul style="list-style-type: none"> • Location of main Council office and accessibility details 	Hard copy Website / Email	Free to collect. Free to download.
<ul style="list-style-type: none"> • Staffing structure 	Hard copy Website / Email	10p per sheet (b&w) + postage
Class 2 – What we spend and how we spend it Financial information relating to projected and actual income & expenditure, procurement, contracts and financial audit for at least the current and previous financial years.		
Annual Governance and Accountability Return form and report by auditor	Hard copy Website / Email	30p to collect Free to download
Finalised budget	Hard copy Website / Email	Free to collect Free to download
Precept	Hard copy Website / Email	Free to collect Free to download
Borrowing Approval letter (if we take out a loan)	Hard copy Website / Email	Free to collect Free to download
Financial Standing Orders and Regulations	Hard copy Website / Email	£3.00 to collect Free to download
Grants given and received	Hard copy Website / Email	Free to collect Free to download



List of current contracts awarded and value of contract	Hard copy / Email	Free to collect
Details of existing waste contracts	Hard copy Website / Email	Free to collect Free to download
Members' allowances and expenses	Hard copy Website / Email	Free to collect Free to download
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews		
Parish Plan completed 2013	Hard copy Website / Email	£3.00 if collected Free to download
Annual Report to Parish Meeting for at least the current and previous year	Hard copy Website / Email	Free to collect
Quality status – we will publish our achievements online as soon as possible	Website when achieved	N/A
Local charter with Solihull MBC, drawn up in accordance with DCLG guidelines	Hard copy Website / Email	Free to collect. Free to download.
Class 4 – How we make decisions Decision making processes and records of decisions for at least the current and previous council year		
Timetable of council and committee meetings + date of Annual Parish Meeting	Hard copy Website / Email	Free to collect. Free to download.
Agendas of all council and committee meetings and of the Annual Parish Meeting	Hard copy Website / Email	Free to collect. Free to download.
Minutes of all council and committee meetings and of the Annual Parish Meeting NB this will exclude information that is properly regarded as private to the meeting.	Hard copy Website / Email	Free to collect. Free to download.
Reports presented to council meetings - nb this will exclude confidential information	Hard copy Website, Email	10p/sheet + p&p Free email
Responses to consultation papers	Hard copy Email	10p/sheet + p&p Free email
Responses to planning applications (can also be seen on the SMBC website)	Hard copy Email	10p/sheet + p&p Free email
Bye-laws	Hard copy Website, Email	10p/sheet + p&p Free email



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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 and Financial Regulations Committee and sub-committee terms of reference Delegated authority in respect of officers Members' Code of Conduct Policy statements	Hard copy and on the website and available by email	Free via website and email or 10p per sheet (b&w) + postage
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Recruitment policies Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy and on the website and available by email	Free via website and email or 10p per sheet (b&w) + postage
Records management policies (records retention, destruction and archive)	Hard copy and on the website and available by email	Free via website and email or 10p per sheet (b&w) + postage
Data protection policies		
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list NB The Electoral Roll is not available from the parish council	Available by inspection	As arranged
Details of all land and building assets	Website / email	Free to download



Information to be published	How to obtain the information	Cost * please see final page
Assets Register	Hard copy and on the website and available by email	Free via website and email or 10p per sheet (b&w) + postage
Disclosure log – this will indicate the information that has been provided in response to requests.		
Register of members' interests	Available at Solihull MBC	Free on website
Register of gifts and hospitality		
Class 7 – The services we offer Information about the current services we offer, including leaflets, guidance and newsletters produced for the public and businesses		
Community centre – Arden Hall and Friends of Arden Hall guide	Hard copy Website / email	Free to collect. Free to download.
Parks at Arden Hall and Hobs Farm	Hard copy Website / email	Free to collect. Free to download.
Open Space at Bradford Gardens	Hard copy Website / email	Free to collect. Free to download.
Playing fields at Arden Hall	Hard copy Website / email	Free to collect. Free to download.
Recreational facilities at Arden Hall	Hard copy Website / email	Free to collect. Free to download.
Village Green at The Green	Hard copy Website / email	Free to collect. Free to download.
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		



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 6503

counciloffice@castlebromwichpc.gov.uk

www.castlebromwichpc.gov.uk

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white) Photocopying @ 20p per sheet (colour via printer)	Actual cost that is incurred by the parish council
	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 staff member's hourly pay according to length of time taken.
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		