

# **Brandon Parva, Coston, Runhall & Welborne PARISH COUNCIL**

## **Guide to information published under the model publication scheme**

**Approved and adopted: January 2026**

**Date of next review: January 2027**

## **Information available from Brandon Parva, Coston, Runhall & Welborne Parish Council under their publication scheme**

*Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on Page 7.*

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	From the Council's website  Displayed on noticeboards  As a hard copy from the Clerk, or electronically attached to an email from the Clerk	See costs on Page 6 for hard copies of documents in Class 1
Who's who on the Council and its Committees	From the Council's website  As a hard copy from the Clerk, or electronically attached to an email from the Clerk	as above
Contact details for Parish Clerk and Councillors (named contacts where possible with telephone number and email address, if used)	From the Council's website  Clerk's contact details are on Page 5. Clerk and Councillors' details hard copy, as an attachment to an email from the Clerk	as above
Location of main Council office and accessibility details	Office is in Clerk's home. Meetings at the Welborne Village Hall, meetings open to public. Limited parking adjacent to the Hall	
Staffing structure	Clerk is sole employee	

<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)  Current and previous financial year as a minimum	From the Council's website or as a hard copy from the Clerk	See costs on Page 6 for hard copies of documents in Class 2
Annual Return (Pages 2, 3 and 5) Reasons for Variations = / - 15% Payments over £100 [if a council with turnover £25,000 or under] or payments over £500 [if a council with turnover £200,000 or over]	As above As above As above	
Finalised budget	As above	
Precept	From the Council's website or as a hard copy from the Clerk	
Financial Regulations and Standing Orders	From the Council's website or as a hard copy from the Clerk	
Grants given and received Grant Award Policy	From the Council's website or as a hard copy from the Clerk	
List of current contracts awarded and value of contract Street Lights Maintenance	Hard copy from the Clerk	
Councillors' allowances and expenses	Currently N/A	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		See costs on Page 6 for hard copies of documents in Class 3
Action Plan/s [if any]	From the Council's website or as a hard copy from the Clerk	
Chairman's Annual Report to Parish Meeting	From the Council's website or as a hard copy from the Clerk	
Minute relating to General Power of Competence adoption	Currently not used - N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		See costs on Page 6 for

Current and previous council year as a minimum		hard copies of documents in Class 4
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	From the Council's website or as a hard copy from the Clerk Parish noticeboards	
Agendas of meetings (as above)	From the Council's website or as a hard copy from the Clerk	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	From the Council's website or as a hard copy from the Clerk	
Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting	From the Council's website or as a hard copy from the Clerk	
Responses to planning applications	See Minutes	
Responses to consultation papers		
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering services and responsibilities) Current information only		See costs on Page 6 for hard copies of documents in Class 5
Policies –Code of Conduct, Risk Management Policy	From the Council's website or as a hard copy from the Clerk	
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Freedom of Information Publication Scheme	From the Council's website or as a hard copy from the Clerk	

<b>Class 6 – Lists and Registers</b>  <b>Currently maintained lists and registers only</b>		See costs on Page 6 for hard copies of documents in Class 6
Assets Register	From the Council's website or as a hard copy from the Clerk	
Register of members'/councillors' interests	Available from South Norfolk District Council website	
Register of gifts and hospitality	N/A	
<b>Class 7 – The services we offer</b> Information about the services the Council offers, including leaflets, guidance and newsletters produced for the public and businesses	From the Council's website or as a hard copy from the Clerk	See costs on Page 6 for hard copies of documents in Class 7
Current information only		

**Contact details of the Clerk**

Email: [clerk@bpcrwparishcouncil.info](mailto:clerk@bpcrwparishcouncil.info)  
Telephone: 01362 850162

## Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide. (Below is an example of possible charges).

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 25p per single-sided sheet (black & white)	Actual cost based on computer printing
	Photocopying @ 50p per single-sided sheet (colour)	Actual cost based on computer printing
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class. Recorded delivery if requested at standard price