

# Bronington Community Council

## Information available from Bronington Community Council under the model publication scheme

This document gives examples of the kinds of information that the ICO would expect Community Councils to provide in order to meet their commitments under the model publication scheme.

The ICO would expect Community Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

# Bronington Community Council

Information to be published	How the information can be obtained
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	<p>Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a></p>
Who's who on the Council and its Committees	<p>Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a></p>
Contact details for the Clerk and Council members (named contacts where possible with telephone number and email address)	<p>Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a> Noticeboard</p>
<p><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</p>	<p>Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a></p>
Annual return form and report by auditor	<p>Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a></p>
Finalised budget	<p>Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a></p>
Precept	<p>Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a></p>
Financial Standing Orders and Regulations	<p>Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a></p>
Grants given and received	<p>Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a></p>
<p><b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews, current and previous year as a minimum</p>	<p>Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a></p>
Neighbourhood Plan	n/a
Annual Report to a Community Meeting (current and previous year as a minimum)	<p>Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a></p>
<p><b>Class 4 – How we make decisions</b> Decision making processes and records of decisions, current and previous council year as a minimum</p>	<p>Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a></p>
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	<p>Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a></p>
Agendas of meetings (as above)	<p>Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a></p>
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	<p>Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a></p>
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	<p>Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a></p>

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Responses to consultation papers	Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a>
Responses to planning applications	Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a>
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures, current information only	Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a>
Policies and procedures for the conduct of council business: Procedural standing orders, Committee and subcommittee terms of reference, Delegated authority in respect of officers, Code of Conduct, Policy statements.	Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a>
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy, Policies and procedures for handling requests for information, Complaints procedures (including those covering requests for information and operating the publication scheme)	Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a>
Information security policy	Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a>
Records management policies (records retention, destruction and archive)	Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a> Hard Copy
Data protection policies	Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a>
Schedule of charges (for the publication of information)	Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a>
<b>Class 6 – Lists and Registers</b> Assets register	Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a>
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)	n/a
Register of members' interests	Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a> Hard copy
Register of gifts and hospitality	Hard copy
<b>Class 7 – The services we offer</b> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses, current information only	
Parks, playing fields and recreational facilities.	See Assets register Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a>
Seating, litter bins, clocks, memorials and lighting.	Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a>
Bus shelters	See Assets register Website <a href="https://www.bronington-cc.org">https://www.bronington-cc.org</a>

Contact details:

# Bronington Community Council

Ruth Shackleton Clerk to Bronington Community Council

Langdale

Sarn

Malpas Cheshire

SY14 7LN

01948 770 678 or email [broningtoncommunitycouncil@hotmail.co.uk](mailto:broningtoncommunitycouncil@hotmail.co.uk)

## **SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

### **Disbursement cost**

Photocopying @ 20p per sheet (black & white) actual cost incurred by the public authority

Photocopying @ 30p per sheet (colour) actual cost incurred by the public authority Postage actual cost of Royal Mail standard 2nd class

### **Statutory Fee**

In accordance with the relevant legislation

**This policy was adopted by the Bronington Community Council on Wednesday  
16<sup>th</sup> September 2020**

Date of next review no later than 16<sup>th</sup> September 2022