

## Information Available from Bredon Parish Council

### Publication Scheme – February 2021 (to be reviewed by Council in May 2021)

Information to be published	How the information can be obtained
<b>Class 1 – Who we are and what we do</b>	
Who is who on the Parish Council	<a href="http://www.bredonpc.org.uk">www.bredonpc.org.uk</a>
Contact details for Parish Clerk and Council members	<a href="http://www.bredonpc.org.uk">www.bredonpc.org.uk</a> General enquiries can be addressed to the Clerk at <a href="mailto:bredonpc@btconnect.com">bredonpc@btconnect.com</a>
Location of main Council office and accessibility details	Bredon Village Hall. Hours of opening: Monday 09.30-12.30, Tuesday 14.30-16.30 and Thursday 09.30-11.30.
<b>Class 2 – What we spend and how we spend it</b>	
Annual return form and report by auditors	<a href="http://www.bredonpc.org.uk">www.bredonpc.org.uk</a>
Finalised budget	Monthly Parish Council Minutes
Precept	Monthly Parish Council Minutes
List of current contracts awarded and value of contract	Details available from the Clerk
<b>Class 3 – What our priorities are and how we are doing</b>	
Parish Neighbourhood Plan	<a href="http://www.bredonpc.org.uk">www.bredonpc.org.uk</a>

Annual Report to Parish Meeting	<a href="http://www.bredonpc.org.uk">www.bredonpc.org.uk</a>
<b>Class 4 – How we make decisions</b>	
Timetable of meetings (council and parish meetings)	<a href="http://www.bredonpc.org.uk">www.bredonpc.org.uk</a>
Agendas of meetings (as above)	<a href="http://www.bredonpc.org.uk">www.bredonpc.org.uk</a>
Minutes of meetings (as above)	<a href="http://www.bredonpc.org.uk">www.bredonpc.org.uk</a>
Reports presented to council meetings	Monthly Parish Council Minutes
Responses to planning applications	Monthly Parish Council Minutes
Byelaws	<a href="http://www.bredonpc.org.uk">www.bredonpc.org.uk</a>
<b>Class 5 – Our policies and procedures</b>	
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Standing orders</li> <li>• Code of Conduct</li> <li>• Financial Regulations</li> </ul>	<a href="http://www.bredonpc.org.uk">www.bredonpc.org.uk</a> or contact the Clerk
Records Retention & Disposal	<a href="http://www.bredonpc.org.uk">www.bredonpc.org.uk</a> or contact the Clerk
Data Protection (GDPR)	<a href="http://www.bredonpc.org.uk">www.bredonpc.org.uk</a> or contact the Clerk
Memorial	<a href="http://www.bredonpc.org.uk">www.bredonpc.org.uk</a> or contact the Clerk
Communications	<a href="http://www.bredonpc.org.uk">www.bredonpc.org.uk</a> or contact the Clerk
<b>Class 6 – Lists and Registers</b>	
Assets register	<a href="http://www.bredonpc.org.uk">www.bredonpc.org.uk</a>

	or contact the Clerk
Register of members' interests	<a href="http://www.wychavondc.gov.uk">www.wychavondc.gov.uk</a>
Payments	Monthly Parish Council Minutes or contact the Clerk
<b>Class 7 – The services we offer</b>	
Allotments	Details available from the Clerk
Burial grounds and closed churchyards	Details available from the Clerk
Village Halls	Details available from the Clerk
Parks, playing fields and recreational facilities	Details available from the Clerk
Seating, litter bins, memorials and lighting	Details available from the Clerk
Bus shelters	Details available from the Clerk
Newsletters	Details available from the Clerk
<b>Additional Information</b>	
Any information that is not itemised in the lists above	Contact the Clerk

## SCHEDULE OF CHARGES:

There are no charges associated with sourcing information. We may make a charge for photocopying (10p per copy) and postage.