

<i>Information to be published</i>	<i>How the information can be obtained</i>	<i>Cost</i>
<p>Class 1 <i>Who we are and what we do</i></p> <p>Brayford Parish comprises the parishes of Brayford with Charles.</p> <p style="text-align: center;">*</p> <p><i>Who's who on the Council and its Committees</i></p> <p style="text-align: center;">*</p> <p>The parish council is composed of a Chairman, Vice Chairman and eight councillors meeting once a month, usually in the village hall where proceedings are recorded by the Parish Clerk. District and County Councillors are often present.</p> <p>There are sub-committees dealing with matters such as "planning" and named councillors are also responsible for issues like "parish paths, village hall committee liaison etc."</p> <p style="text-align: center;">*</p>	<p>Notice boards at The Nook, inside the village hall, inside the porch of St John the Baptist Church at Charles and on the notice board at High Bray.</p> <p>This information can also be found on the parish website www.brayford.org.</p> <p style="text-align: center;">*</p>	None
<p><i>Contact details for Parish Clerk and Council members</i></p> <p>The names and addresses of Councillors, Parish Clerk, and their individual responsibilities are published at least annually.</p> <p style="text-align: center;">*</p>	<p>See website and Parish Notice boards</p> <p style="text-align: center;">*</p>	None
<p><i>Location of Council Office</i></p> <p>There is no Council Office.</p> <p style="text-align: center;">*</p>		
<p><i>Staffing.</i></p> <p>The Parish Clerk is the only regular employee (parttime) and is paid in accordance with the National Scale.</p>	<p>The National Scale rates are available from North Devon District Council</p> <p style="text-align: center;">*</p>	None

<p style="text-align: center;">*</p>		
<p>Class 2 What we spend and how we spend it.</p> <p style="text-align: center;">*</p> <p><i>The expenditure for the past year and the projected budget for the next year</i></p> <p>Dealt with at the Parish Council meeting each November.</p> <p style="text-align: center;">*</p> <p><i>The annual return form and auditors report.</i></p> <p>The internal auditor first reviews the parish accounts; the finalised accounts together with the annual return are then submitted to the Audit Commission.</p> <p style="text-align: center;">*</p> <p><i>Borrowing approval letter</i></p> <p>Not applicable.</p> <p style="text-align: center;">*</p> <p><i>Precept:</i></p> <p>Agreed at PC annual budget meeting in November.</p> <p style="text-align: center;">*</p> <p><i>Financial Standing Orders and Regulations.</i></p>	<p>Parish Council meetings, minutes and notice boards. The financial situation can also be seen on the website.</p> <p style="text-align: center;">*</p> <p>See Parish Council minutes and the website.</p> <p style="text-align: center;">*</p> <p>Not applicable.</p> <p style="text-align: center;">*</p> <p>PC minutes, notice boards and website.</p> <p style="text-align: center;">*</p> <p>Available at North Devon District Council (NDDC)</p> <p>Civic Centre</p> <p>Barnstaple</p> <p>EX31 1EA</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>

<p style="text-align: center;">*</p> <p><i>Grants given and received.</i></p> <p>Decided at Brayford PC meetings in November. Applicant's annual accounts are required.</p> <p style="text-align: center;">*</p> <p><i>List of current contracts awarded and value of contract</i></p> <p>Agreed at PC meetings</p> <p style="text-align: center;">*</p> <p><i>Member's allowances and expenses.</i></p> <p>Rarely asked for or given.</p> <p style="text-align: center;">*</p>	<p style="text-align: center;">*</p> <p>Parish Council meetings, minutes, notice boards, and minutes reported on the website.</p> <p style="text-align: center;">*</p> <p>PC meetings, minutes, notice boards.</p> <p style="text-align: center;">*</p> <p>If expenses or allowances are granted they will be recorded in PC minutes</p> <p style="text-align: center;">*</p>	<p>None</p> <p>None</p>
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<p>Class 3. What our priorities are and how we are doing.</p> <p><i>Parish Plan:</i></p> <p>See "Projects," heading in the PC minutes. These projects (plans) are decided at Brayford PC meetings on a continuous basis.</p> <p style="text-align: center;">*</p> <p><i>Annual Report.</i></p> <p>Presented by the Chairman at the Annual Parish meeting in April each year.</p>	<p>Published as part parish council minutes. See notice boards.</p> <p style="text-align: center;">*</p> <p>At the Annual General meeting held in the village hall. See notice boards and website.</p>	<p>None</p> <p>None</p>
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<p style="text-align: center;">*</p> <p><i>Quality Status:</i></p> <p>Decision made not to apply for quality status as being too costly, bureaucratic and unnecessary for such a small parish.</p> <p style="text-align: center;">*</p> <p><i>Local Charters.</i></p> <p>None</p> <p style="text-align: center;">*</p>	<p style="text-align: center;">*</p> <p>See minutes.</p> <p style="text-align: center;">*</p>	
<p>Class 4: How we make and record decisions.</p> <p>Following proposals from Councillor(s), information is considered and a decision made at PC meetings</p> <p style="text-align: center;">*</p> <p><i>Timetable of meetings.</i></p> <p>PC meetings are normally held at 7.30pm in the village hall on the third Thursday of each month; however if there has to be a change it will be notified in the PC minutes or on notice boards.</p> <p style="text-align: center;">*</p> <p><i>Agendas</i></p> <p>Finalised by the Chairman, published by the Parish Clerk</p> <p style="text-align: center;">*</p>	<p>Parish Council minutes, see notice boards and the website.</p> <p style="text-align: center;">*</p> <p>Notice boards and website.</p> <p style="text-align: center;">*</p> <p>Notice boards.</p> <p style="text-align: center;">*</p>	<p>None</p> <p>None</p> <p>None</p>
<p><i>Minutes of meetings</i></p>		

<p>Draft minutes published by the Parish Clerk. Note: this will exclude information that is properly regarded as private to the meeting.</p> <p style="text-align: center;">*</p>	<p>Notice boards and website.</p> <p style="text-align: center;">*</p>	<p>None</p>
<p><i>Reports presented to council meetings.</i></p> <p>Summarised in PC minutes.</p> <p>Any such reports will be summarised in PC minutes. Note: this will exclude information that is properly regarded as private to the meeting.</p> <p style="text-align: center;">*</p>	<p>Notice boards</p> <p style="text-align: center;">*</p>	<p>None</p>
<p><i>Responses to consultation documents</i></p> <p>Reported in council minutes</p> <p style="text-align: center;">*</p> <p><i>Responses to planning applications</i></p> <p>Available from N.D.D.C. Planning Department</p> <p style="text-align: center;">*</p> <p><i>Bye-laws</i></p> <p>There are none at present.</p> <p style="text-align: center;">*</p>	<p>Notice boards and the website.</p> <p style="text-align: center;">*</p> <p>N.D.D.C., Civic Centre Barnstaple , EX31 1EA</p> <p style="text-align: center;">*</p> <p>Notice boards, published in the Parish Newsletter, and on the Parish website www.brayford.org.</p> <p style="text-align: center;">*</p>	<p>None</p> <p>None</p> <p>None</p>

Class 5 *Our policies and procedures*

Policies are contained in Parish Council minutes

Parish minutes on the notice boards and on the website.

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Procedural Standing Orders

See opposite

Available at N.D.D.C. Civic Centre

Barnstaple

EX31 1EA

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Committee and sub-committee Standing Orders terms of reference

There are none.

Not applicable

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Delegated authority in respect of Officers

Agreed at Parish Council meetings

PC meetings, PC minutes on notice boards.

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Available for inspection at:

N.D.D.C.

Civic Centre

Barnstaple

EX31 1EA

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Code of Conduct

a) Members Declaration of Acceptance of Office

b) Members Register of Interest

c) Register of Members Interests book

When there are any they will be reported in the PC minutes

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Policy statements

BPC does not make policy statements and prefers to contain its forward thinking and

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planning within the “Projects” heading in council agenda’s.

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There are no policies but there is a monthly follow-up of progress

Policies and procedures for the provision of services and about the employment of staff

No policy

Internal policies relating to the delivery of services

BPC follows current legislation and is covered by audit

BPC follows current legislation

Equality and diversity policy

Requests in writing to the Parish Clerk

Health and safety policy

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Recruitment policies (including current vacancies)

Policies and procedures for handling requests for information

See the Brayford website.

ICO Office

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Wycliffe House

Water Lane

Complaints procedures (including those covering requests for information and operating the publication scheme)

Wilmslow

Cheshire SK9 5AF

Complainants should be made in written form to the Parish Clerk, but where the complaint refers to the Freedom of Information Act then write to the Information Commissioners Office (copy to the Brayford Parish Clerk).

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See Council minutes published on the notice boards and on the website.

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Information security policy

All hard copy records and documents are kept securely at the Parish Clerks private home.

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See PC minutes.

Records management policies (records retention, destruction and archive)

To keep for ever: All minutes and legal documents

Important correspondence

Planning applications for housing estate development

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For six years: Accounts

Until work is completed: General planning applications

See Data Protection Act

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Data protection policies

BPC follows policy contained in The Data Protection Act

See Attached Schedule of Charges

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Schedule of charges (for the publication of information)

Applications to the Parish Clerk

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Class 6--- Lists and registers

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Assets Register.

Register of Gifts and Hospitality

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See BPC minutes and apply to the Parish Clerk to see the Register

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Register of Gifts and Hospitality

Any gifts or hospitality must be minuted and entered in the Register

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Class7 *The services we offer.*

Allotments

There are no allotments

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Burial grounds and closed churchyards

The responsibility of the Parochial Church Councils

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Community centres and village hall

Not applicable

The village hall is the responsibility of a Committee independent of the Parish Council

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Parks, playing fields and recreational facilities

The Parish Council has a licence from Devon County Council to manage and maintain the Millennium Garden site by the river bridge.

The Parish Council is also organising the building of a Children's Playground in the grounds of the Primary School

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Seating, litter bins, clocks, memorials and lighting

See PC minutes

The PC is responsible for seats and the "Huxtable Plough" at the Memorial Garden , and seats at "The Pound," at High Bray. There are four stands of trees and shrubs planted by the Parish Council and these too are kept in good order.

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Litter bins (Responsibility of NDDC)

Telephone box (Responsibility Of BT)

Lighting (Responsibility of the Power Company)

See PC minutes

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Bus shelters

There is a bus shelter at The Nook maintained by the Parish Council

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Markets

Not applicable

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£5per
copy

Public conveniences

Not applicable

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Agency agreements

Not applicable

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A summary of services for which the council is entitled to recover a fee, together with those fees.

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Advertising in the bi-monthly Parish Newsletter

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See the website and the
Brayford bi-monthly Newsletter.

Additional information

None

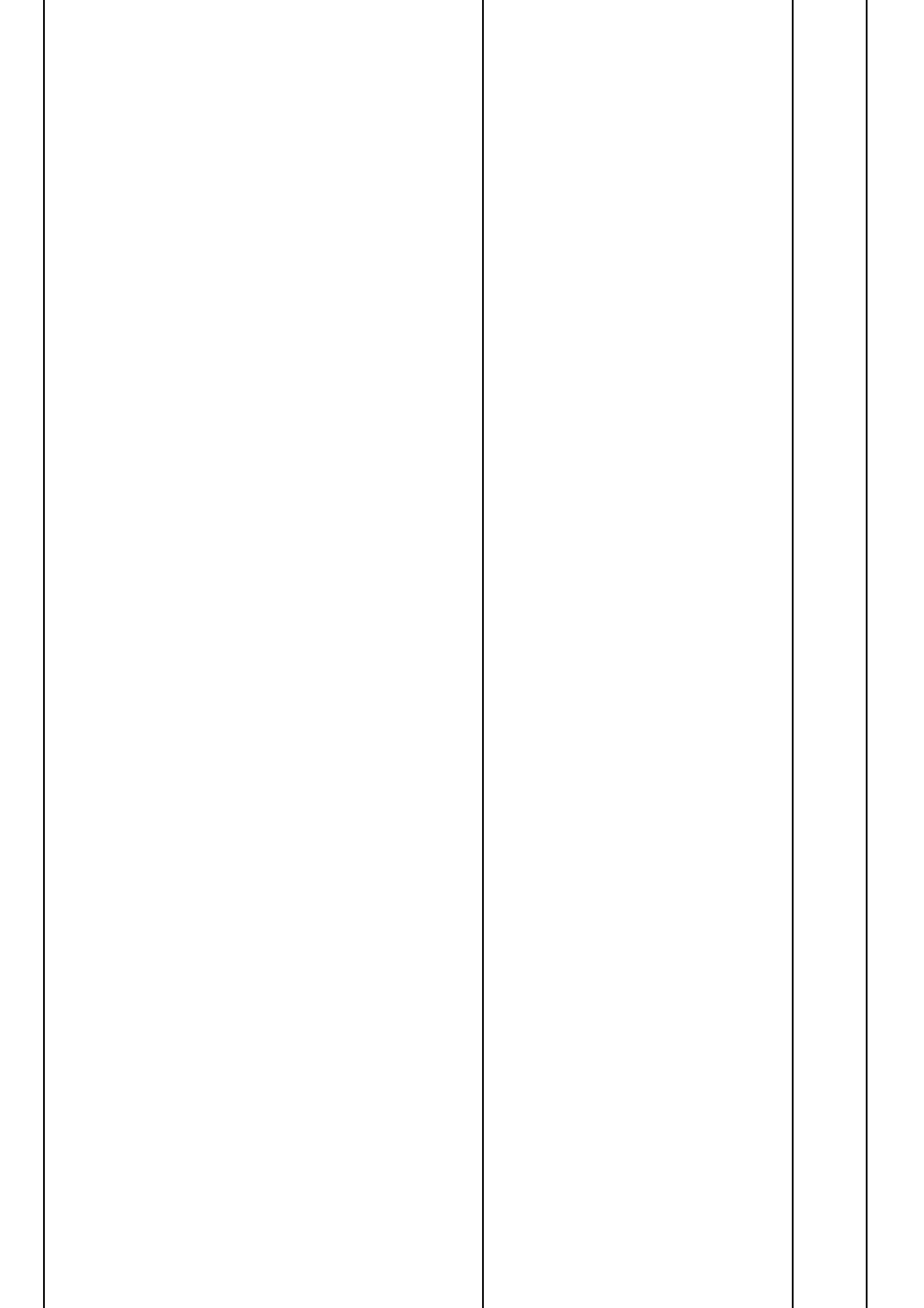
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Schedule of Charges

On the recommendation of the BPC's internal auditor, hard copies of documents will be charged at 30p. for one copy and 10p. for

successive copies printed. Application for such copies should be made to the Parish Clerk.

07.06.2009



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