Castle Bromwich Parish Council
Council Office, Arden Hall, Water Orton Road,
Castle Bromwich, Solihull, B36 9PB
0121 747 6503
counciloffice@castlebromwichpc.gov.uk
www.castlebromwichpc.gov.uk

Castle Bromwich Parish Council Publication Scheme

(Freedom of Information Act)

Status	Date
Date Adopted	January 2020
Date Reviewed	25th February 2026

Information to be published	How to obtain the information	Cost * please see final page
Class1 - Who we are and what we do Current information relating to organisational information, structures, locations & contacts.		
• Who's who on the Council and its Committees	Hard copy Website	Free to collect. Free to download.
• Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy Website	Free to collect. Free to download.
• Location of main Council office and accessibility details	Hard copy Website	Free to collect. Free to download.
• Staffing structure	Hard copy	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	10p per sheet (b&w) + postage
Finalised budget	Hard copy Website	10p per sheet (b&w) + postage
Precept	Hard copy Website	10p per sheet (b&w) + postage
Borrowing Approval letter (if we take out a loan)	Hard copy	10p per sheet (b&w) + postage
Financial Standing Orders and Regulations	Hard copy Website	10p per sheet (b&w) + postage
Grants given and received	Hard copy Website	10p per sheet (b&w) + postage
List of current contracts awarded and value of contract	Hard copy	Free to collect
Details of existing waste contracts	Hard copy	Free to collect
Members' allowances and expenses	Hard copy	Free to collect
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	£3.00 if collected Free to download
Annual Report to Parish Meeting for at least the current and previous year	Hard copy Website	Free to collect
Quality status – we will publish our achievements online	Website	N/A
Local charter with Solihull MBC, drawn up in accordance with DCLG guidelines	Hard copy Website	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 (minutes)		
Timetable of council and committee meetings + date of Annual Parish Meeting	Hard copy Website	Free to collect. Free to download.

Agendas of all council and committee meetings and of the Annual Parish Meeting	Hard copy Website	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	Free to collect. Free to download.
Reports presented to council meetings - nb this will exclude confidential information	Hard copy	10p per sheet (b&w) + postage
Responses to consultation papers	Hard copy/minutes	10p per sheet (b&w) + postage
Responses to planning applications (can also be seen on the SMBC website)	Hard copy/minutes	Free to collect
Bye-laws	Hard copy Website	Free to collect
Information to be published	**How to obtain the information**	**Cost** *** please see final page**
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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	 Hard copy/Web Hard copy/Web Hard copy/Web Hard copy/Web Hard copy	 10p per sheet (b&w) + postage 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	Hard copy Hard copy Hard copy Hard copy Hard copy	10p per sheet (b&w) + postage Free to collect Free to collect

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Records management policies (records retention, destruction and archive)	Hard Copy Website	10p per sheet (b&w) + postage
Data protection policies	Hard Copy Website	10p per sheet (b&w) + postage
Schedule of charges (for the publication of information)	Hard copy Website	Free to collect. Free to download.
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Available by inspection	
Details of all land and building assets	Hard Copy	Free to download
Information to be published	**How to obtain the information**	**Cost** *** please see final page**
Assets Register	Available by inspection	
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)	Available by inspection	
Register of members' interests	Available at Solihull MBC	
Register of gifts and hospitality	Available at Solihull MBC	
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	Free to collect. Free to download.

Parks at Arden Hall and Hobs Farm	Hard copy Website	Free to collect. Free to download.
Open Space at Bradford Gardens	Hard copy Website	Free to collect. Free to download.
Playing fields at Arden Hall	Hard copy Website	Free to collect. Free to download.
Recreational facilities at Arden Hall	Hard copy Website	Free to collect. Free to download.
Village Green at The Green	Hard copy Website	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		

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 2nd 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)