Publication Scheme - Information available from Broughton Parish Council

[www.broughtonparishcouncil.co.uk](http://www.broughtonparishcouncil.co.uk)

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| Information to be published | How the information can be obtained | Cost |
| Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only | | |
| Who’s who on the Council and its Committees | Website  Email  Hard copy from the Clerk | Free  Free  5p per sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website  Email  Hard copy from the Clerk | Free  Free  5p per sheet |
| Staffing structure | Only the clerk employed |  |

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| Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) | | |
| Annual return form and report by auditor | Website  Hard copy from the Clerk | 5p per sheet |
| Finalised budget | Email  Hard copy from the Clerk | Free  5p per sheet |
| Precept | Email  Hard copy from the Clerk | Free  5p per sheet |
| Financial Standing Orders and Regulations | Website  Hard copy from the Clerk | Free  5p per sheet |
| Grants given and received | Email  Hard copy from the Clerk | Free  5p per sheet |

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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website (as part of May meeting minutes)  Hard copy from the Clerk | Free  5p per sheet |

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| Class 4 – How we make decisions (Decision making processes and records of decisions) | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Email  Website  Hard copy from the Clerk | Free  Free  5p per sheet |
| Agendas of meetings and associated papers | Email  Website  Hard copy from the Clerk | Free  Free  5p per sheet |
| Minutes of meetings (including responses to Consultation Papers & Planning Applications)– nb this will exclude information that is properly regarded as private to the meeting. | Email  Website  Hard copy from the Clerk | Free  Free  5p per sheet |
| Clerk Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Email  Website  Hard copy from the Clerk | Free  Free  5p per sheet |

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| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) | | |
| Policies and procedures for the conduct of council business:  Standing Orders  General Data Protection Policies  Planning Sub Committee Terms of Reference  Code of Conduct  Financial regulations  Complaints Procedure (including those covering requests for information and operating the publication scheme)  High Consequences Infectious Diseases Policy | Email  Website  Hard copy from the Clerk | Free  Free  5p per sheet |
| Policies and procedures for the provision of services and about the employment of staff:  Equality and diversity policy | Email  Website  Hard copy from the Clerk | Free  Free  5p per sheet |
| Records management policies (records retention, destruction and archive) | Email  Website  Hard copy from the Clerk | Free  Free  5p per sheet |
| Data protection policies | Email  Website  Hard copy from the Clerk | Free  Free  5p per sheet |
| Schedule of charges (for the publication of information) | Email  Website  Hard copy from the Clerk | Free  Free  5p per sheet |

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| Class 6 – Lists and Registers (Currently maintained lists and registers only) | | |
| Any publicly available register or list | Not applicable |  |
| Assets Register | Email  Website  Hard copy from the Clerk | Free  Free  5p per sheet |
| Disclosure log (indicating the information that has been provided in response to requests) | Email  Website  Hard copy from the Clerk | Free  Free  5p per sheet |
| Register of members’ interests | Website | Free |

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| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only | | |
| Seating, litter bins, clocks, memorials and lighting | Included on asset register |  |
| Bus shelters | Included on asset register |  |

Contact details: Becx Carter, Broughton Parish Clerk, 40 Windebrowe Avenue, Keswick, CA12 4JA [**broughtonparishclerk@hotmail.com**](mailto:broughtonparishclerk@hotmail.com) 07786678283

SCHEDULE OF CHARGES

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

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| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
| Disbursement cost | Photocopying @ 5p per sheet (black & white) | Actual cost \* |
|  | Postage | Actual cost of Royal Mail standard 2nd class |

\* the actual cost incurred by the public authority