

## Information available from Broughton Town Council under the Scheme of Publication

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Website / Hard Copy	See Costings
Who's who on the Council and its Committees	Website	
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	
Location of main Council office and accessibility details	Website	
Staffing structure	Website	
Parish Plan	Website	
<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)</p> <p>Current and previous financial year as a minimum</p>	Hard Copy/Website	
Annual return form and report by auditor	Hard Copy/Website	
Finalised budget	Hard Copy	
Precept	Hard Copy	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website	
Grants given and received	Hard Copy	

List of current contracts awarded and value of contract	Hard Copy	
Members' allowances and expenses	Hard Copy	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Website	
Parish Plan (current and previous year as a minimum)	Ongoing – Hard Copy	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	Website / Hard Copy	
Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)	Website / Hard Copy	
Agendas of meetings (as above)	Website / Hard Copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website / Hard Copy	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	
Responses to consultation papers	Hard Copy	
Responses to planning applications	Hard Copy	
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	Website	

Current information only		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	Website	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services  Equality and diversity policy  Health and safety policy  Recruitment policies (including current vacancies)  Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Hard Copy	
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Website/Hard Copy	
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)		
Register of members' interests	Website	

Register of gifts and hospitality	Website	
<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	Website	
Allotments	Hard Copy	
Burial grounds and closed churchyards	Hard Copy	
Community centres and village halls	Hard Copy	
Parks, playing fields and recreational facilities	Hard Copy	
Seating, litter bins, clocks, memorials and lighting	Hard Copy	
Bus shelters	Hard Copy	
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

## Contact details:

Deb Hotson – Town Clerk  
Phil Grundy Community & Sports Centre  
Scawby Road  
Broughton  
DN20 0AB  
Telephone: 01652 659441/07483 409 691  
Email: [admin@broughtontowncouncil.co.uk](mailto:admin@broughtontowncouncil.co.uk)

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	N/A
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class