BROAD TOWN  PARISH COUNCIL

Linda Roberts BA (Hons) PGCAP FHEA FSLCC 44 Westlands Lane

Parish Clerk and RFO Beanacre

Wiltshire SN12 7QE

Email: broadtownparishclerk@gmail.com

**Information available from Broad Town Parish Council under the model publication scheme issued by the Information Commissioners Office**

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| **Information to be published** | **How the information can be obtained** | **Cost** |
| **Class 1 – Who we are and what we do**(Organisational information, structures, locations and contacts)This will be current information only | <https://www.broad-town.co.uk/> | free |
| Who’s on the council | Web site (above) | free |
| Contact details for Parish Clerk and Council members | Web site | free |
| Location of Parish Clerk and accessibility details | Web site | free |
| **Class 2 – What we spend and how we spend it**(Financial information relating to projected and actual income and expenditure procurement, contacts and financial audit)Current and previous financial year as a minimum | Clerk | £20.00 per hour |
| Annual return form and report by auditor | Clerk | £20.00 per hour |
| Finalised Budget | Web Site | free |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| Precept | Web site | Free |
| Borrowing approval letter | Clerk | Free |
| Standing Orders and Financial Regulations | Website | Free |
| Grants given and received | Website | Free |
| List of current contracts and value of contract | Clerk | £20.00 per hour |
| Members allowances and expenses | Clerk | £20.00 per hour |
| **Class 3 – What our priorities are and how we are doing**Strategies, plans, performance indicators, audits, inspections and reviews) |  |  |
| Parish Plan | Website | Free |
| Annual Report to Parish Meeting | Website | Free |
| **Class 4 – How we make decisions** |  |  |
| All decisions are made at Full Parish Council Meetings and contained in the published minutes | Website, notice board | Free |
| Calendar of Meetings | Website, | Free |
| Annual Parish Meeting (normally held mid-late April) Except in an election year when it will be held late May | Website, notice boards, newsletter | Free |
| Responses to consultation papers | Website | Free |
| Responses to planning applications | Website (contained in the minutes) | Free |
| **Class 5 – Our Policies and Procedures** |  |  |
| Code of Conduct | Website | Free |
| Dispensation Policy | Website | Free |
| Data Protection Policy (to do) | Website | Free |
| **Class 6 – Lists and Registers**(Currently maintained lists and registers only) |  |  |
| Any publicly available register or list | Clerk | £20.00 per hour |
| Assets register | Website | Free |
| Register of members’ interests (it is a legal requirement that the Register of members’ interest is published on Wiltshire Council’s website | Parish Council WebsiteAvailable on-line [registered interests.](http://services.wiltshire.gov.uk/TownAndParish/ROI/) (Wiltshire Council) | Free |
| Register of Gifts/hospitality (over £25.00) | Clerk | £20.00 per hour |
| **Class 7 – The services we offer**Information about the services we offer, including leaflets, guidance, newsletters) |  |  |
| Please see website and newsletter for details | Website and newsletter | Free |

Please note that if the information is supplied by email, and the applicant chooses to receive it in that format, charges for the clerk’s time will still apply. Charges for consumables and for the clerk’s time also apply for requests for physical copies of material that is available for free on the website. These may also incur the cost of printing as shown below.

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @25p per sheet (black and white) | Printing costs |
|  | Photocopying @ 30p per sheet (colour) | Printing Costs |
|  | Postage | Actual cost of Royal Mail 2nd class  |
| **Clerk’s Time** | £20.00 per hour | Local government salary rate. Minimum charge one hour |