Information available from Broughton Parish Council under the model publication scheme

Information to be published	How the information can be obtained.	Cost
Class1 - Who we are and what we do (current information only)		
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members	Website Noticeboard	
Staffing structure	Parish Clerk/RFO only	
Class 2 – What we spend and how we spend it (for the current and previous financial years)		
Annual return form and report by auditor	Website Hard Copy	Free £1 per copy
Finalised budget	Website Hard Copy	Free 10p per sheet

Precept	Website Hard Copy	Free 10p per sheet
Financial Standing Orders and Regulations	Website Hard Copy	Free 10p per sheet
List of current contracts awarded and value of contract	Hard Copy	10p per sheet
Members' allowances and expenses	Hard Copy	10p per sheet
Class 3 – What our priorities are and how we are doing (for the current and previous years)		
Annual Report to Parish or Community Meeting	Website Hard Copy	Free 10p per sheet
Class 4 – How we make decisions (for the current and previous council years)		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 10p per copy
Agendas of meetings (as above)	Website Noticeboard	Free
Minutes of meetings (as above) (This will exclude information that is properly regarded as private to the meeting).	Website	Free
Reports presented to council meetings (This will exclude information that is properly regarded as private to the meeting).	Website Hard copy	Free 10p per copy
Responses to consultation papers	Website Hard copy	Free 10p per sheet
Responses to planning applications	Website (minutes) Hard copy	Free 10p per sheet

Class 5 – Our policies and procedures (Current information only)		
Policies and procedures for the conducting of council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Website Hard copy	Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and 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)	Hard copy	10p per sheet
Information security policy	Hard copy	10p per sheet
Records management policies (records retention, destruction and archive)	Hard copy	10p per sheet
Data protection policies	Hard copy	10p per sheet
Schedule of charges (for the publication of information)	Website Hard copy	Free 10p per sheet
Class 6 – Lists and Registers (Currently maintained lists and registers only		
Assets register	Hard copy	10p per sheet
Register of members' interests	Link to HDC website	Free
Register of gifts and hospitality	Link to HDC website	Free

Class 7 – The services we offer (Current information only)		
Burial grounds and closed churchyards	Hard copy	10p per sheet
Parks, playing fields and recreational facilities	Hard copy	10p per sheet
Seating, litter bins and memorials	Hard copy	10p per sheet
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy	Free 10p per sheet

Schedule of Charges

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

TYPE OF CHARGE	**DESCRIPTION**	**BASIS OF CHARGE**
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white) Postage actual cost of Royal Mail standard 2nd class	Actual cost *
Statutory Fee	£25 per hour up to a maximum of 18 hours	In accordance with the relevant legislation: Freedom of Information Act 2000, s12 and The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004

* The actual cost incurred by the public authority

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