



Bridlington Town Council

Publication Scheme

To be re-adopted at Full Council on 15.05.19

INFORMATION AVAILABLE FROM BRIDLINGTON TOWN COUNCIL UNDER THE MODEL PUBLICATION SCHEME

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>Bridlington Town Council</p>	<p>(hard copy and/or website) Available on Website All hard copies are kept in the Town Council Office Noticeboards</p>	<p>Cost of photocopying</p>
<p>Who's who on the Council and its Committees</p>	<p>Available on Website Noticeboards</p>	<p>Nil</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Available on Website Available on Newsletter Available on Notice Boards</p>	<p>Nil</p>
<p>Location of main Council office and accessibility details Write to: Bridlington Town Council 62 Quay Road, Bridlington, East Yorkshire, YO16 4HX, Telephone: (01262) 409006 Web Site – Bridlington Town Council http://www.bridlington.gov.uk/ Ramps can be made available to obtain access to the office</p>	<p>Available on Website Available on Newsletter</p>	
<p>Staffing structure: Town Clerk – Paula King Responsible Financial Officer – Victoria Exon Civic Officer – Abigail Grosse</p>	<p>Available on Website with contact details Newsletter</p>	<p>Nil</p>
<p>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)</p>		
<p>Current and previous financial year as a minimum</p>		
<p>Annual return form and report by auditor</p>	<p>Hard Copy in Town Council Office & on the Notice Board</p>	<p>Cost of Photocopying</p>
<p>Cost of</p>	<p>Available on Website Hard Copy</p>	<p>Cost of Photocopying</p>

Precept	Available on Website Hard Copy	Cost of Photocopying
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Available on Website Hard Copy	Cost of Photocopying
Grants given and received	Hard Copy	Cost of Photocopying
List of current contracts awarded and value of contract	Hard Copy	Cost of Photocopying
Members' allowances and expenses	Hard Copy	Cost of Photocopying
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum) Aims & Objectives	Available on Website Hard Copy	Cost of Photocopying
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available on Website Hard Copy	Cost of Photocopying
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Available on Website Hard Copy On Notice Board Newsletter	Cost of Photocopying
Agendas of meetings (as above)	Available on Website Hard Copy Notice Board	Cost of Photocopying
Minutes of meetings (as above) – nb this will exclude information that is properly	Available on Website	Cost of

regarded as private to the meeting.	Hard Copy Bridlington Libraries	Photocopying
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	Cost of Photocopying
Responses to consultation papers	Hard Copy	Cost of Photocopying
Responses to planning applications	Hard Copy	Cost of Photocopying
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <u>Current information only</u>	(hard copy or website)	
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 Available of Wed Site	Cost of Photocopying
Policies and procedures for the provision of services and about the employment of staff: 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)	Hard Copy	Cost of Photocopying

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p> <p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p> <p>Electoral Roll</p> <p>Planning</p> <p>Civic Contact Details</p> <p>Business Contact Detail</p> <p>Assets Register</p>	<p>(hard copy or website; some information may only be available by inspection)</p> <p>Hard Copy</p>	<p>Cost of Photocopying</p>
<p>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)</p> <p>Register of members' interests</p>	<p>Hard Copy</p> <p>Available on Website</p> <p>N/A</p>	<p>Cost of Photocopying</p>
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p> <p>Hard Copy</p>	<p>Cost of Photocopying</p>
<p>Allotments</p>	<p>Hard Copy</p>	<p>Cost of Photocopying</p>
<p>Burial grounds and closed churchyards</p>	<p>N/A</p>	<p></p>
<p>Community centres and village halls</p>	<p>N/A</p>	<p></p>
<p>Parks, playing fields and recreational facilities</p>	<p>Hard Copy</p>	<p>Cost of Photocopying</p>
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Hard Copy</p>	<p>Cost of Photocopying</p>
<p>Bus shelters</p>	<p>Hard Copy</p>	<p>Cost of Photocopying</p>
<p>Markets</p>	<p>N/A</p>	<p></p>
<p>Public conveniences</p>	<p>Hard Copy</p>	<p>Cost of Photocopying</p>

Agency agreements	Hard Copy	Cost of Photocopying
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above Bridlington Skatepark	Available from the office	Cost of Photocopying

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 @ .7p per sheet (black & white) Reduced to 5p for 100+	Commercial Rates
	Photocopying @ .25p per sheet (colour)	Commercial Rates
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	None	

* the actual cost incurred by the public authority