

Burnham on Sea & Highbridge Town Council – Publication Scheme – OCTOBER 2015

Application for hard copy information must be made in writing to: The Clerk, The Old Courthouse, Jaycroft Road, Burnham-on-Sea, TA8 1LE or by e-mail: townclerk@burnham-highbridge.org Telephone: 01278 788088
Some information may only be available by inspection at the Council Office.

<i>INFORMATION AVAILABLE</i>	<i>HOW THE INFORMATION CAN BE OBTAINED</i>
<p><u>Organisational Information – Who we are and what we do and how we do it</u></p> <p>There are 18 councillors on the Town Council, and the elected Chairman of Council is also the Mayor. The Burnham Joint Burial Committee has 5 councillors representing Burnham on Sea & Highbridge Town Council and 2 councillors representing the parish of Burnham Without, as it is a joint committee of the two parishes.</p> <p>Contact details for councillors Committee structures Standing Orders Contact details for the Clerk and the location of the offices and access details Organisational Structure – to get uploaded to website</p>	<p>All of the information about the Council and Councillors is available on the Website, in the Residents Guide and by Hard copy</p>
<p><u>Financial Information – What we spend and how we spend it</u></p> <p>Current and previous financial year accounts Annual return form and report by auditor Finalised budget for current year Precept for current year Borrowing Approval letter for previous 3 years (if any) Financial Regulations Details of current contracts/orders awarded over £1000, and value of contract Members allowances and expenses Quarterly Income and Expenditure over budget Grants to voluntary, community and social enterprise sector</p>	<p>Hard copy Hard copy Website & hard copy Website – & hard copy N/A Website & hard copy Hard copy Hard copy Website & hard copy Website & hard copy</p>

<i>INFORMATION AVAILABLE</i>	<i>HOW THE INFORMATION CAN BE OBTAINED</i>
<p><u>Strategies & plans, audits and reviews – what our priorities are and how we are doing</u></p> <p>Annual Report to Parish Quality status Charter with Sedgemoor District Council Local Plan Neighbourhood Plan</p>	<p>Website & hard copy Currently under review Link to SDC website & hard copy Hard copy/ viewed at Council office Linked on Website</p>
<p><u>Decision Making Process – How we make decisions</u></p> <p>Timetable of Meetings (including Council, sub committees, and parish meetings) Agendas - Town Council Meetings, Parish Meeting, Committee meetings, sub-committee meetings Minutes – Town Council meetings, Parish Meeting, Committee meetings, sub-committee meetings Reports to committees and council meetings Responses to consultation meetings Responses to planning applications and plans</p>	<p>Website & hard copy Notice Board (current only), Website/Hard copy</p> <p>Website & hard copy</p> <p>Website & hard copy Hard copy Website – in Planning Minutes & hard copy</p>
<p><u>Policies and Procedures</u></p> <p>Standing Orders which incorporate committee and sub-committee terms of reference Code of Conduct Equality and Diversity policy Health & Safety policy Training Policy Complaints Procedure Records retention, destruction and archive policy Recording at Meetings policy Schedule of charges for publication scheme (see below) Provision of services & the employment of staff</p>	<p>Website & hard copy Website & hard copy Website & hard copy Hard copy Website & hard copy Website & Hard copy Hard copy Website & hard copy Hard copy/Website Hard copy</p>

<i>INFORMATION AVAILABLE</i>	<i>HOW THE INFORMATION CAN BE OBTAINED</i>
<p><u>Lists and Registers</u></p> <p>Assets Register Disclosure Log Register of Gifts and hospitality</p> <p>Register of members' interests Right of Burial, Burial and memorial Record Books</p>	<p>Hard Copy N/A On application to the Monitoring Officer at Sedgemoor District Council</p> <p>Hard copy Viewed at Council Office</p>
<p><u>Other Information provided by the Town Council:</u></p> <p>Town Council Newsletter Residents Guide Cemetery Information & Regulation booklet Tesco 106 / Town Centre Management</p> <p><u>Services provided by the Town Council</u></p> <p>Allotments: Lease agreement, list of annual rent, number on waiting list Burial Grounds: Westfield Rd, Highbridge and Brent Rd Princess Theatre and Arts Centre Seating, litter bins, memorial items, clocks, Bus Shelters</p> <p>A summary of services for which the council is entitled to recover a fee, together with those fees</p> <p>Town Council: Schedule of charges for information available in the publication scheme Schedule of charges to hire Court Room 1 Rent for allotments at Walrow Rent of land for Telecoms mast Rent of grazing land Fees & charges for Burials and Memorials</p>	<p>Website & hard copy Website & hard copy Website & hard copy Website & hard copy</p> <p>Hard copy Website & hard copy Website & hard copy Hard copy</p> <p>Website & hard copy (see below) Hard copy Hard copy Hard copy Hard copy Website & hard copy</p>

Schedule of Charges – this describes how the charges have been arrived at.

Information can be inspected at the Council Offices free of charge.

Information that can be photocopied, without breaching copyright laws can be copied on the Council's photocopier (hard copies)

Type of Charge	Description	Basis of Charge (the actual charge incurred by the council)
Disbursement cost	Photocopying -A4 @ 10p per sheet (black & white) - A4 @ 20p per sheet (colour) - A3 @ 20p per sheet (black & white) - A3 @ 30p per sheet (colour) If copying all above double sided cost +5p black & white +10p colour	A4 & A3 @ 7p (black & white) A4 & A3 @ 14p (colour)
	Postage	Actual cost of Royal Mail standard 2 nd class
Other	A search of burial records	First search – no charge Each additional search £2

Exempt Material

Personal information relating to Councillors (other than the required to be declared in the Members Registration of Interests)

Personal information relating to employees

Tenders and bids from contractors and suppliers

Note: Data protection Legislation prohibits the publication of certain categories of information.

This council is complying with the Local Government Transparency Code 2015

Adopted 2009

Reviewed: October 2015 Minute No. 110/15/TC