



## BRIDLINGTON TOWN COUNCIL PUBLICATION SCHEME

| <b><u>Information to be published</u></b>  | <b><u>How information can be obtained</u></b>   | <b><u>Cost</u></b>   |
|--|---|----------------------|
| <b>Class1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br><br><b>Bridlington Town Council</b>   | (hard copy and/or website)<br>Available on Website<br>All hard copies are kept in the Town Council Office<br>Noticeboards | Cost of photocopying |
| Who's who on the Council and its Committees  | Available on Website<br>Noticeboards  | Nil                  |
| Contact details for Town Clerk, Responsible Financial Officer & Deputy Town Clerk and Council Members (named contacts where possible with telephone number and email address (if used))  | Available on Website<br>Available on Newsletter<br>Available on Notice Boards   | Nil                  |
| Location of council office and accessibility details<br>Write to: Bridlington Town Council<br>2A Marshall Avenue, Bridlington, East Yorkshire, YO15 2DS,<br>Telephone: (01262) 409006, Website – Bridlington Town Council<br><a href="http://www.bridlington.gov.uk">http://www.bridlington.gov.uk</a> | Available on Website<br>Available on Newsletter   |                      |
| Staffing structure:<br>Town Clerk – Paula King<br>Responsible Financial Officer – Victoria Exon<br>Deputy Town Clerk – Ericka Kelly  | Available on Website<br>Newsletter  | Nil                  |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br>Current and previous financial year as a minimum  |   |                      |
| Annual return form and report by auditor   | Hard Copy in Town Council Office & on the Notice Board  | Cost of Photocopying |
| Cost of  | Available on Website<br>Hard Copy   | Cost of Photocopying |
| Precept  | Available on Website<br>Hard Copy   | Cost of Photocopying |
| Borrowing Approval letter  | N/A   |                      |
| Financial Standing Orders and Regulations  | Available on Website<br>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 |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)   |   |                      |
| Parish Plan (current and previous year as a minimum) Aims & Objectives   | Available on Website<br>Hard Copy   | Cost of Photocopying |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)  | Available on Website<br>Hard Copy   | Cost of Photocopying |

| Quality status   | Website if awarded  | Cost of Photocopying |
|--|---|----------------------|
| Local charters drawn up in accordance with DCLG guidelines   | N/A   |                      |
|  |   |                      |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br>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<br>Hard Copy<br>On Notice Board<br>Newsletter                    | Cost of Photocopying |
| Agendas of meetings (as above)   | Available on website<br>Hard Copy<br>Notice Board                                     | Cost of Photocopying |
| Minutes of meetings (as above) – NB. this will exclude information that is properly regarded as private to the meeting.  | Available on website<br>Hard Copy<br>Bridlington Libraries                            | Cost of 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   |                      |
|  |   |                      |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only  | Hard copy<br>Available on website   | Cost of Photocopying |
| Policies and procedures for the conduct of council business:<br>Procedural standing orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements   | Hard Copy<br>Available on website   | Cost of Photocopying |
| Policies and procedures for the provision of services and about the employment of staff:<br>Internal policies relating to the delivery of services<br>Equality and diversity policy<br>Health and safety policy<br>Recruitment policies (including current vacancies)<br>Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme) | Hard Copy<br>Available on website   | Cost of Photocopying |
|  |   |                      |
| <b>Class 6 – Lists and Registers</b>   | (hard copy or website;<br>some information may<br>only be available by<br>inspection) |                      |
| Currently maintained lists and registers only  |   |                      |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)<br>Electoral Roll (normally via Electoral Services at ERYC)<br>Planning<br>Civic Contact Details<br>Business Contact Detail   | Hard Copy   | Cost of Photocopying |
| Assets Register  | Hard Copy<br>Available on website   | Cost of Photocopying |

|   |  |                      |
|---|--|----------------------|
| 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)                                  | N/A  |                      |
| Register of members' interests  | Hard Copy<br>Available on website  | Cost of Photocopying |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only | (hard copy or website; some information may only be available by inspection) |                      |
| Allotments  | Hard Copy  | Cost of Photocopying |
| Burial grounds and closed churchyards   | N/A  |                      |
| Community centres and village halls   | Hard Copy  | Cost of Photocopying |
| Parks, playing fields and recreational facilities   | Hard Copy  | Cost of Photocopying |
| Seating, litter bins, clocks, memorials and lighting  | Hard Copy  | Cost of Photocopying |
| Bus shelters  | Hard Copy  | Cost of Photocopying |
| Markets   | N/A  |                      |
| Public conveniences   | Hard Copy  | Cost of Photocopying |
| 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  |                      |
| <b>Additional Information</b><br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above:<br>Skatepark Bridlington                         | 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  |
|--------------------------|---|--|
| <b>Disbursement cost</b> | Photocopying @ ..7p per sheet (black & white)<br>Reduced to 5p for 100+ | Commercial Rates   |
|                          | Photocopying @ ..25p per sheet (colour)                                 | Commercial Rates   |
|                          | Postage   | Actual cost of Royal Mail standard 2 <sup>nd</sup> class               |
| <b>Statutory Fee</b>     |   | In accordance with the relevant legislation (quote the actual statute) |
| <b>Other</b>             | None  |  |

\* the actual cost incurred by the public authority