

## Information available from Burnham-on-Sea and Highbridge Town Council under the ICO model publication scheme (adopted by Council on 30/10/2023)

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts). This will be current information only		
Who's who on the Council and its Committees	Website	Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum		
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Included in Minutes and on website	Free
Borrowing Approval letter	Apply to Clerk	See Appendix A
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Currently being updated	N/A
Expenditure over £500	Website	Free
Government Procurement Expenditure	Website	Free
Members allowances and expenses	Members expenses paid are included in minutes or apply to Town Clerk. The Mayors allowance details.	Free See Appendix A  Website

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish Meeting (current and previous year as a minimum)	Website. Included in Minutes	Free
Strategic Plan	Website	Free
Annual Governance & Returns including Internal and External Audit Reports	Website	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions). Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website and on TC noticeboards Copies available on request	Free See Appendix A
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website and hard copies available on request	Free See Appendix A
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	See Appendix A
Responses to consultation papers	Included in Minutes (see above)	Free
Responses to planning applications	Included in Minutes (see above)	Free
Bye-laws	Government Website	Free
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website	Free
Committee and sub-committee terms of reference	Website	Free
Delegated authority in respect of officers	Website	Free
Code of Conduct	Website	Free

Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Recruitment procedures (including current vacancies) Policies and procedures for handling requests for information Complaints procedures	Website Apply to Clerk Website – when vacancy Website Website	Free See Appendix A Free Free Free
Information security policy	Not currently available	
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies - privacy notices	Website	Free
Schedule of charges (for the publication of information)	Website	Free
<b>Class 6 – Lists and Registers</b>		
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)	Apply to Clerk – Inspection only	Free
Assets Register	Land and Buildings on website Apply to Clerk – Inspection only	Free
Register of members' interests	Website	Free
Register of gifts and hospitality	Apply to Clerk	See Appendix A
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only		
Allotments	Website	Free
Burial grounds and closed churchyards	The Town Council maintains 3 Cemetery's within Burnham-on-Sea and Highbridge Website	Free
Bus shelters	Apply to Clerk	See Appendix A
Seating, litter bins, clocks, memorials	Apply to Clerk	See Appendix A
Public conveniences – Information only as Somerset Council owned	Website	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Free

**Contact details:**

**Address:** Town Clerk, Burnham-on-Sea and Highbridge Town Council, The Old Courthouse, Jaycroft Road, Burnham-on-Sea, TA8 1LE

**Email – [townclerk@burnham-highbridge-tc.gov.uk](mailto:townclerk@burnham-highbridge-tc.gov.uk). Website – <https://burnham-highbridge-tc.gov.uk/> Tel – 01278 788088**

**APPENDIX A - SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying A4 @ 15p per sheet (black & white)	Actual cost plus nominal charge for electricity consumption, stapling etc.
	Photocopying A4 @ 25p per sheet (colour)	Actual cost plus nominal charge for electricity consumption, stapling etc.
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	None	In accordance with the relevant legislation (quote the actual statute)

**Reviewed: 30<sup>th</sup> October 2023**

**Minute No 158.0.T23**

**Next review: October 2024**