



## Information available from Broadstairs and St Peter's Town Council under the model publication scheme

Information to be published	How the information can be obtained
<b>Class1 - 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
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	website
Location of main Council office and accessibility details	website
Staffing structure	website
<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
Finalised budget	website
Precept	website
Borrowing Approval letter	Not held
Financial Standing Orders and Regulations	website
Grants given and received	website
List of current contracts awarded and value of contract	Hard copy
Members' allowances and expenses	website
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Current and previous year as a minimum	
Action Plan (current and previous year as a minimum)	website
Quality status	website
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)
Current and previous council year as a minimum	
Timetable of meetings (Council and any committee and Town Assembly meetings)	website
Agendas of meetings (as above)	website
Minutes of meetings (as above)	website

Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	website
Responses to consultation papers	Not held
Responses to planning applications	website
Bye-laws	Not held
<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:  Standing Orders Financial Regulations Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	All on website
Policies and procedures for the provision of services and about the employment of staff:  Equality, Diversity and Inclusion 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)	All on website

Records management policies (records retention, destruction and archive)	Hard copy
Data protection policies	website
Schedule of charges (for the publication of information)	As below
<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)	Not held
Assets register	Hard copy
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)	Hard copy
Register of members' interests	website
Register of gifts and hospitality	Hard copy
<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	
Burial grounds and closed churchyards	Not held
Community centres and village halls	Not held
Parks, playing fields and recreational facilities	Not held

Seating, litter bins, clocks, memorials and lighting	Not held
Bus shelters	Not held
Markets	Not held
Public conveniences	Not held
Agency agreements	Not held
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not held
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Not held

**Contact details: Town Clerk, Princess Victoria Suite, Pierremont Hall, Broadstairs CT10 1JX**

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 @ 1p per sheet (black & white)	Actual cost *
	Photocopying @ 5p per sheet (colour)	Actual cost
	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>		

\* the actual cost incurred by the public authority