

Information available from Broseley Town Council under the model publication scheme

Approved June 2018

Note on costs: Electronic copies and hard copies of up to 20 sides of A4 will be provided free of charge from the Council office. The Council's preferred method of providing information is via email, where possible. Broseley Library may charge for copies of documents made in the library.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts) This will be current information only.</p>		
<p>Who's who on the Council and its Committees</p>	<p>Website Contact Clerk – electronic or hard copy Broseley Library – hard copy</p>	<p>Free</p>
<p>Contact details for Town Clerk and Council members</p>	<p>Website Broseley Library – hard copy Notice boards Contact Clerk for details of Council members – electronic or hard copy</p>	<p>Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Website Contact Clerk – electronic or hard copy Broseley Library – hard copy Noticeboards</p>	<p>Free</p>
<p>Staffing structure</p>	<p>Website Contact Clerk – electronic or hard copy</p>	<p>Free</p>

<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year.</p>		
Annual return form and report by auditor	Website Contact Clerk – electronic or hard copy	Free
Finalised budget	Website Contact Clerk – electronic or hard copy	Free
Precept	Website Contact Clerk – electronic or hard copy	Free
Borrowing Approval letter	Contact Clerk – electronic or hard copy	Free
Financial Regulations	Website Contact Clerk - electronic or hard copy	Free
Grants given and received	Contact Clerk – electronic or hard copy	Free
List of current contracts awarded and value of contract	Contact Clerk – electronic or hard copy	Free
Members' allowances and expenses	Contact Clerk – electronic or hard copy	Free
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Town Plan	Website Contact Clerk – electronic or hard copy	Free
Annual Report to Parish	Contact Clerk – electronic or hard copy	Free
Quality status	Contact Clerk - electronic or hard copy	Free

<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions) Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)</p>	<p>Website Contact Clerk – electronic or hard copy Broseley Library – hard copy Noticeboards</p>	<p>Free</p>
<p>Agendas of meetings (as above)</p>	<p>Website Contact Clerk – electronic or hard copy Broseley Library – hard copy Noticeboards</p>	<p>Free</p>
<p>Minutes of meetings (as above)</p>	<p>Website Contact Clerk – electronic or hard copy Broseley Library – hard copy</p>	<p>Free</p>
<p>Reports presented to council meetings NB. This will exclude information that is properly regarded as private to the meeting.</p>	<p>Contact Clerk – electronic or hard copy</p>	<p>Free</p>
<p>Responses to consultation papers</p>	<p>Contact Clerk – electronic or hard copy</p>	<p>Free</p>
<p>Responses to planning applications</p>	<p>SC website Included in Planning Committee minutes on website Contact Clerk – electronic or hard copy</p>	<p>Free</p>
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
<p>Policies and procedures for the conduct of council business: Procedural standing orders</p>	<p>Website Contact Clerk – electronic or hard copy</p>	<p>Free</p>

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Health and safety policy Complaints procedure Data protection policies	Website Contact Clerk – electronic or hard copy	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Register of assets	Contact Clerk – electronic or hard copy	Free
Register of members' interests	SC website Contact Clerk – electronic or hard copy	Free
Register of gifts and hospitality	Contact Clerk – hard copy	Free
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Burial grounds	Website Contact Clerk – electronic or hard copy	Free
Birchmeadow Centre (owned by the Council but operated by a management committee)	Birchmeadow Centre website Contact Clerk – electronic or hard copy	Free
Street lighting	Contact Clerk – electronic or hard copy	Free

Public conveniences	Contact Clerk – electronic or hard copy	Free
Bus shelter	Contact Clerk – electronic or hard copy	Free
A summary of services for which the council is entitled to recover a fee, together with those fees: burial and cemetery fees	Website Contact Clerk – electronic or hard copy Noticeboard at Cemetery	Free
Additional Information		
Burial records	Contact Clerk – inspection only	Free

Contact details:

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Shropshire Council website: www.shropshire.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per side (black & white) for more than 20 sheets	Actual cost incurred by the public authority

Copies of documents may be posted out to members of the public on receipt by the Council of an appropriately stamped, A4 self addressed envelope.