

Information available from Church Broughton Parish Council – model publication scheme

Unless otherwise stipulated below, all information can be accessed via the Church Broughton Website for free or via hard copy from the Clerk at a cost of 10 pence per A4 sheet. Agendas for Parish Council Meetings are also made public in the village notice-board.

Information to be published	How can the information be obtained	Cost
Class 1 – Who are we and what do we do? Organisational information Who's who on the Council and its committees Contact details for Parish Clerk and Council Members		
Class 2 – What do we spend and how do we spend it? Annual return form & auditor report Finalised Budget Precept Grants given & received Contract awards & values	Hard copy only from Clerk	10p / sheet
Class 3 – What are our priorities? Annual report to Parish Local charters		
Class 4 – how we make decisions Current and previous council minutes Timetable of meetings Agendas of meetings Minutes of meetings Reports presented to Council		

Responses to circulation papers Responses to planning applications		
<p>Class 5 - Our Policies & Procedures</p> <p>Policies & procedures for conduct of Council Business: Procedural standing orders Committee & sub committee terms of reference Delegated authority officers Code of conduct Policy statements</p> <p>Policies & Procedures for the provision of services & about the employment of staff: Equality & diversity Health & safety Recruitment Handling requests for information Complaints procedures</p>	We adopt DALC standards	
<p>Class 6 – Lists and Registers</p> <p>Asset Registers Members interests Gifts & hospitality</p>		
<p>Class 7 – the services we offer</p> <p>Burial grounds managed by Church Playing fields managed by Village Hall & Playing Fields Committee</p>		