



Bridlington Town Council

Publication Scheme Policy

Adopted
for the Bridlington Town Council Term 2023-2027

Minute reference 27.23

To be reviewed Annually



**BRIDLINGTON TOWN COUNCIL
PUBLICATION SCHEME**

Information to be published	How information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>Bridlington Town Council</p>	<p>(hard copy and/or website) Available on Website All hard copies are kept in the Town Council Office Noticeboards</p>	<p>Cost of photocopying</p>
Who's who on the Council and its Committees	Available on Website Noticeboards	Nil
Contact details for Town Clerk, Responsible Financial Officer and Council Members (named contacts where possible with telephone number and email address (if used))	Available on Website Available on Newsletter Available on Notice Boards	Nil
Location of council office and accessibility details Write to: Bridlington Town Council 2A Marshall Avenue, Bridlington, East Yorkshire, YO15 2DS, Telephone: (01262) 409006, Website – Bridlington Town Council http://www.bridlington.gov.uk	Available on Website Available on Newsletter	
Staffing structure: Town Clerk Responsible Financial Officer Administrative Officer Maintenance Team	Available on Website Newsletter	Nil
Class 2 – What we spend and how we spend it (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	Hard Copy in Town Council Office & on the Notice Board	Cost of Photocopying
Cost of	Available on Website Hard Copy	Cost of Photocopying
Precept	Available on Website Hard Copy	Cost of Photocopying

Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Available on Website 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
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum) Aims & Objectives	Available on Website Hard Copy	Cost of Photocopying
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available on Website Hard Copy	Cost of Photocopying
Quality status	Website if awarded	Cost of Photocopying
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) 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 Hard Copy On Notice Board Newsletter	Cost of Photocopying
Agendas of meetings (as above)	Available on website Hard Copy 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 Hard Copy 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	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures)		

for delivering our services and responsibilities) Current information only	Hard copy Available on website	Cost of Photocopying
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy Available on website	Cost of Photocopying
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity 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)	Hard Copy Available on website	Cost of Photocopying
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) Electoral Roll (normally via Electoral Services at ERYC) Planning Civic Contact Details Business Contact Detail	Hard Copy	Cost of Photocopying
Assets Register	Hard Copy 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 Available on website	Cost of Photocopying
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	(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	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above: 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
Disbursement cost	Photocopying @ ..12p per sheet (black & white) Reduced to 10p for 100+	Commercial Rates
	Photocopying @ ..65p per sheet (colour)	Commercial Rates
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	None	

* the actual cost incurred by the public authority

