**CHURCH BROUGHTON PARISH COUNCIL**

**FREEDOM OF INFORMATION PUBLICATION SCHEME**

**Information available from Church Broughton Parish Council under the model publication scheme**

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| **Information to be published** | **How the information can be obtained** | **Cost** |
| **Class 1 – Who we are and what we do** |  |  |
| Clerk & Responsible Financial OfficerMrs Helena Steeples |  |  |
| Contacts details for Parish Clerk and CouncillorsClerk: Mrs Helena SteeplesCouncillor R SpaltonCouncillor D PedleyCouncillor D RedfernCouncillor J WallisCouncillor K Woodhall1 vacancy | All correspondence should be sent to the Clerk at Church Broughton Parish CouncilBy email: admin@churchbroughtonpc.org.ukBy telephone: 01283 733322Website: section on Church Broughton Village website www.churchbroughton.com |  |
| Location of Church Broughton Parish Council:Registered Office address to send post:Clerk to Church Broughton Parish CouncilMrs H SteeplesBarton Fields FarmChurch BroughtonDerbyDE65 5AP | By email: admin@churchbroughtonpc.org.ukBy telephone: 01283 733322 |  |
| Staffing structure – 3 employees1 part time Clerk to Church Broughton Parish Council2 part time lengthsmen | By email: admin@churchbroughtonpc.org.ukBy telephone: 01283 733322 |  |
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| **Class 2 – What we spend and how we spend it****Current and previous financial year as a minimum** |  |  |
| Annual return form and report by auditor | Request hard copy via clerkBy email: admin@churchbroughtonpc.org.ukBy telephone: 01283 733322Website: section on Church Broughton Village website [www.churchbroughton.com](http://www.churchbroughton.com)Available for Inspection with the Clerk on appointment during the electors right to inspect |  |
| Finalised budget | Request hard copy via clerkBy email: admin@churchbroughtonpc.org.ukBy telephone: 01283 733322Website: section on Church Broughton Village website [www.churchbroughton.com](http://www.churchbroughton.com)Available for Inspection with the Clerk on appointment during the electors right to inspect |  |
| Precept | Request hard copy via clerkBy email: admin@churchbroughtonpc.org.ukBy telephone: 01283 733322Website: section on Church Broughton Village website [www.churchbroughton.com](http://www.churchbroughton.com)Available for Inspection with the Clerk on appointment during the electors right to inspect |  |
| Borrowing approval letter – N/A | N/A |  |
| Financial Standing Orders & Regulations | Request hard copy via clerkBy email: admin@churchbroughtonpc.org.ukBy telephone: 01283 733322Website: section on Church Broughton Village website [www.churchbroughton.com](http://www.churchbroughton.com) |  |
| Grants given and received | Available for inspection with the clerk on appointment during the electors right to inspect |  |
| List of current contracts awarded and value of contract | Available for inspection with the clerk on appointment during the electors right to inspect |  |
| Members’ allowances and expenses | Request hard copy via clerkBy email: admin@churchbroughtonpc.org.ukBy telephone: 01283 733322Website: section on Church Broughton Village website [www.churchbroughton.com](http://www.churchbroughton.com) |  |
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| **Class 3 – What our priorities are and how we are doing** |  |  |
| Neighbourhood Plan | See SDDC |  |
| Annual Report to Parish | Included in AGM minutes |  |
| Quality status  | N/A |  |
| Local charters drawn up in accordance with DCLG guidelines | N/A |  |
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| **Class 4 – How we make decisions****Current and previous council year as a minimum** |  |  |
| Timetable of meetings | First Thursday in the month apart from no meeting held in August |  |
| Agendas of meetingsInformation will be posted on Church Broughton Parish Council section and noticeboard a week prior to the meeting | Request hard copy via clerkBy email: admin@churchbroughtonpc.org.ukBy telephone: 01283 733322Website: section on Church Broughton Village website [www.churchbroughton.com](http://www.churchbroughton.com) |  |
| **Minutes of the meetings - note this will exclude information that is properly regarded as private and confidential at the meeting** | Request hard copy via clerkBy email: admin@churchbroughtonpc.org.ukBy telephone: 01283 733322Website: section on Church Broughton Village website [www.churchbroughton.com](http://www.churchbroughton.com) |  |
| Reports presented to council meetings – note this will exclude information that is properly regarded as private and confidential | Request hard copy via clerkBy email: admin@churchbroughtonpc.org.ukBy telephone: 01283 733322Website: section on Church Broughton Village website [www.churchbroughton.com](http://www.churchbroughton.com) |  |
| Responses to consultations papers | Request hard copy via clerkBy email: admin@churchbroughtonpc.org.ukBy telephone: 01283 733322Website: section on Church Broughton Village website [www.churchbroughton.com](http://www.churchbroughton.com)See minutes |  |
| Responses to planning applications | Request hard copy via clerkBy email: admin@churchbroughtonpc.org.ukBy telephone: 01283 733322Website: section on Church Broughton Village website [www.churchbroughton.com](http://www.churchbroughton.com)See minutes |  |
| Bye-laws | N/A |  |
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| **Class 5 - Our policies and procedures****Current information only** |  |  |
| Policies and procedures for the conduct of council business:Procedural standing ordersCode of ConductComplaints PolicyData ProtectionFinancial RegulationsFinancial Risk AssessmentFreedom of InformationProcedure/PolicyRetention PolicyOthers to be added as required | Request hard copy via clerkBy email: admin@churchbroughtonpc.org.ukBy telephone: 01283 733322Website: section on Church Broughton Village website [www.churchbroughton.com](http://www.churchbroughton.com) |  |
| Polices and procedures for provision of service and the employment of staff: | Request hard copy via clerkBy email: admin@churchbroughtonpc.org.ukBy telephone: 01283 733322Website: section on Church Broughton Village website [www.churchbroughton.com](http://www.churchbroughton.com) |  |
| Schedule of charges (for publication of information) | Request hard copy via clerkBy email: admin@churchbroughtonpc.org.ukBy telephone: 01283 733322Website: section on Church Broughton Village website [www.churchbroughton.com](http://www.churchbroughton.com) |  |
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| **Class 6 – Lists and Registers****Currently maintained lists and registers only** |  |  |
| Any publicly available register or list (if any are held this should be publicised: in most circumstances provisions will suffice) | Request hard copy via clerkBy email: admin@churchbroughtonpc.org.ukBy telephone: 01283 733322Website: section on Church Broughton Village website [www.churchbroughton.com](http://www.churchbroughton.com) |  |
| Assets Register | N/A |  |
| Register of members’ interests | Request hard copy via clerkBy email: admin@churchbroughtonpc.org.ukBy telephone: 01283 733322 |  |
| Register of gifts and hospitality | Request hard copy via clerkBy email: admin@churchbroughtonpc.org.ukBy telephone: 01283 733322 |  |
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| **Class 7 – The services we offer** |  |  |
| Allotments – N/A | N/A |  |
| Burial grounds and closed churchyards – N/A | N/A |  |
| Parish rooms N/A | N/A |  |
| Parks, playing fields and recreational facilities – N/A | N/A |  |
| Seating, litter bins, clocks, memorials and lighting | Request hard copy via clerkBy email: admin@churchbroughtonpc.org.ukBy telephone: 01283 733322 |  |
| Bus shelters – N/A | N/A |  |
| Markets – N/A | N/A |  |
| Public conveniences – N/A | N/A |  |
| Agency agreements – N/A | N/A |  |
| A summary of services for which the council is entitled to recover a fee, together with those feeds (e.g. burial fees) | N/A |  |
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| Additional Information |  |  |
| Risk assessments | Available for Inspection with the Clerk during the electors right to inspect |  |

**Schedule of charges**

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 10p per sheet  | Actual cost |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
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| **Statutory Fee** |  | In accordance with the relevant legislation |
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