**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 Officer  Mrs Helena Steeples |  |  |
| Contacts details for Parish Clerk and Councillors  Clerk: Mrs Helena Steeples  Councillor R Spalton  Councillor D Pedley  Councillor D Redfern  Councillor K Woodhall  2 vacancies | All correspondence should be sent to the Clerk at Church Broughton Parish Council  By email: [admin@churchbroughtonpc.org.uk](mailto:admin@churchbroughtonpc.org.uk)  By telephone: 01283 733322  Website: 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 Council  Mrs H Steeples  Barton Fields Farm  Church Broughton  Derby  DE65 5AP | By email: [admin@churchbroughtonpc.org.uk](mailto:admin@churchbroughtonpc.org.uk)  By telephone: 01283 733322 |  |
| Staffing structure – 3 employees  1 part time Clerk to Church Broughton Parish Council  2 part time lengthsmen | By email: [admin@churchbroughtonpc.org.uk](mailto:admin@churchbroughtonpc.org.uk)  By 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 clerk  By email: [admin@churchbroughtonpc.org.uk](mailto:admin@churchbroughtonpc.org.uk)  By telephone: 01283 733322  Website: 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 clerk  By email: [admin@churchbroughtonpc.org.uk](mailto:admin@churchbroughtonpc.org.uk)  By telephone: 01283 733322  Website: 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 clerk  By email: [admin@churchbroughtonpc.org.uk](mailto:admin@churchbroughtonpc.org.uk)  By telephone: 01283 733322  Website: 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 clerk  By email: [admin@churchbroughtonpc.org.uk](mailto:admin@churchbroughtonpc.org.uk)  By telephone: 01283 733322  Website: 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 clerk  By email: [admin@churchbroughtonpc.org.uk](mailto:admin@churchbroughtonpc.org.uk)  By telephone: 01283 733322  Website: 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 meetings  Information will be posted on Church Broughton Parish Council section and noticeboard a week prior to the meeting | Request hard copy via clerk  By email: [admin@churchbroughtonpc.org.uk](mailto:admin@churchbroughtonpc.org.uk)  By telephone: 01283 733322  Website: 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 clerk  By email: [admin@churchbroughtonpc.org.uk](mailto:admin@churchbroughtonpc.org.uk)  By telephone: 01283 733322  Website: 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 clerk  By email: [admin@churchbroughtonpc.org.uk](mailto:admin@churchbroughtonpc.org.uk)  By telephone: 01283 733322  Website: section on Church Broughton Village website [www.churchbroughton.com](http://www.churchbroughton.com) |  |
| Responses to consultations papers | Request hard copy via clerk  By email: [admin@churchbroughtonpc.org.uk](mailto:admin@churchbroughtonpc.org.uk)  By telephone: 01283 733322  Website: section on Church Broughton Village website [www.churchbroughton.com](http://www.churchbroughton.com)  See minutes |  |
| Responses to planning applications | Request hard copy via clerk  By email: [admin@churchbroughtonpc.org.uk](mailto:admin@churchbroughtonpc.org.uk)  By telephone: 01283 733322  Website: 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 orders  Accessibility Policy  Code of Conduct  Complaints Policy  Data Protection  Equality & Diversity Policy  Financial Regulations  Financial Risk Assessment  Freedom of Information  Procedure/Policy  Retention Policy  Others to be added as required | Request hard copy via clerk  By email: [admin@churchbroughtonpc.org.uk](mailto:admin@churchbroughtonpc.org.uk)  By telephone: 01283 733322  Website: 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 clerk  By email: [admin@churchbroughtonpc.org.uk](mailto:admin@churchbroughtonpc.org.uk)  By telephone: 01283 733322  Website: section on Church Broughton Village website [www.churchbroughton.com](http://www.churchbroughton.com) |  |
| Schedule of charges (for publication of information) | Request hard copy via clerk  By email: [admin@churchbroughtonpc.org.uk](mailto:admin@churchbroughtonpc.org.uk)  By telephone: 01283 733322  Website: 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 clerk  By email: [admin@churchbroughtonpc.org.uk](mailto:admin@churchbroughtonpc.org.uk)  By telephone: 01283 733322  Website: 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 clerk  By email: [admin@churchbroughtonpc.org.uk](mailto:admin@churchbroughtonpc.org.uk)  By telephone: 01283 733322 |  |
| Register of gifts and hospitality | Request hard copy via clerk  By email: [admin@churchbroughtonpc.org.uk](mailto:admin@churchbroughtonpc.org.uk)  By 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 clerk  By email: [admin@churchbroughtonpc.org.uk](mailto:admin@churchbroughtonpc.org.uk)  By 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 |  |
| Parish Council funds a range of activities from the Council tax, including: | * The employment of a part time Clerk and Responsible Financial Officer, whose duties include preparation of agendas and taking minutes of Parish Council meetings, keeping accurate financial records, banking, payment of invoices, preparing the council’s budget and year-end accounts, liaising with auditors, acting on meeting decisions and resolutions * The employment of two lengthsmen for two hours per week carrying out litter picking and clearing away of leaves along the footpaths and verges within the village boundary * The provision and emptying of dog poo bins * Annual donation of approx. £1,000 to the PCC for upkeep of the Parish Church graveyards * Annual donation of £600 to Village Hall & Playing Field Committee for upkeep of the park * Various other financial contributions, eg: Wine and Roses for village flower tubs; Defibrillator, Poppy Appeal |  |
| Monthly meetings of the Parish Council include: | * Dealing with queries from parishioners, which often involving escalation to SDDC and DCC for resolution if possible (e.g. highways, footpaths, road signs, bollards, overgrown hedges) * Reviewing and commenting on local planning applications * Reviewing relevant items arising from the Community Led Plan (e.g. future of the Methodist Chapel, assistance with notices regarding dog fouling) * Discussing / agreeing responses to requests for financial support from community groups |  |
| There are also several activities which Councillors carry out on a voluntary unpaid basis such as: | * Salt gritting of the footpaths during winter * Tree planting in public spaces * Roads and public footpath reporting * Hedge cutting along the boundary of the football field and playing field |  |

**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 |
|  |  |  |
| **Statutory Fee** |  | In accordance with the relevant legislation |
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Reviewed and approved 3rd June 2021