

Burnham on Sea & Highbridge Town Council – Publication Scheme

Application for information must be made in writing to the Clerk at The Old Courthouse, Jaycroft Road, Burnham on Sea, TA8 1LE

<i>INFORMATION AVAILABLE</i>	<i>HOW THE INFORMATION CAN BE OBTAINED</i>
<p><u>Organisational Information</u></p> <p>There are 18 councillors on the Town Council, and the elected Chairman of Council is also the Mayor. The Burial Committee have 7 councillors representing Burnham on Sea & Highbridge Town Council and 2 councillors representing the parish of Burnham Without, as it is a joint committee of the two parishes.</p> <p>Contact details for councillors Committee structures Contact details for the Clerk and the location of the offices and access details Staffing Structure</p>	<p>All of the information about the Council and Councillors is available on the Website In the Residents Guide and by Hard copy</p>
<p><u>Financial Information</u></p> <p>Current and previous financial year accounts Annual return form and report by auditor Finalised budget for current year Precept for current year Borrowing Approval letter for previous 3 years (if any) Financial Standing Orders and Regulations Details of current contracts/orders awarded over £1000, and value of contract Members allowances and expenses</p>	<p>Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy</p>
<p><u>Strategies & plans, audits and reviews</u></p> <p>Annual Report to Parish One year currently available - Two years available from April 2009 Quality status Charter with Sedgemoor District Council Local Plan</p>	<p>Hard copy – Website Hard copy Hard copy Hard copy/ viewed at office</p>

<i>INFORMATION AVAILABLE</i>	<i>HOW THE INFORMATION CAN BE OBTAINED</i>
<p><u>Decision Making Process</u></p> <p>Current and previous years timetable of meetings are available for: Agendas - Town Council Meetings, Parish Meeting, Committee meetings, sub-committee meetings Minutes – Town Council meetings, Parish Meeting, Committee meetings, sub-committee meetings Reports to committees and council meetings Responses to consultation meetings Responses to planning applications and plans</p>	<p>Notice Board (current only)/Website/Hard copy Notice Board (current only)/Website/Hard copy Hard copy Hard copy Viewed at Council office/hard copy</p>
<p><u>Policies and Procedures</u></p> <p>Standing Orders which incorporate committee and sub-committee terms of reference Code of Conduct Equality and Diversity policy Health & Safety policy Recruitment Policy Complaints Procedure Records retention, destruction and archive policy Schedule of charges for publication scheme (see separate page with schedule)</p>	<p>Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy/Website</p>
<p><u>Lists and Registers</u></p> <p>Assets Register Current year and previous year Disclosure Log Register of Gifts and hospitality</p>	<p>Hard Copy Hard copy On application to the Monitoring Officer at Sedgemoor District Council</p>

<i>INFORMATION AVAILABLE</i>	<i>HOW THE INFORMATION CAN BE OBTAINED</i>
<p>Services Provided by the Town Council:</p>	
<p>Town Council Newsletter</p>	<p>Hard copy</p>
<p>Allotments: Lease agreement, list of annual rent, number on waiting list</p>	<p>Hard copy</p>
<p>Newsletter</p>	<p>Hard copy/Website</p>
<p>Burial Grounds:</p>	<p>See Publication Scheme for Burnham Joint Burial Committee</p>
<p>Seating, litter bins, memorial items, clocks, Bus Shelters</p>	<p>Hard copy</p>
<p>A summary of services for which the council is entitled to recover a fee, together with those fees</p>	
<p>Town Council: Schedule of charges for information available in the publication scheme</p>	<p>Hard copy/website</p>
<p>Schedule of charges to hire Court Room 1</p>	<p>Hard copy/ or by contact with the office</p>
<p>Rent for allotments at Walrow</p>	<p>Hard copy</p>
<p>Burials and Memorials</p>	<p>See the Publication Scheme for BJBC</p>