

## Burnham on Sea & Highbridge Town Council – Publication Scheme – February 2018

Application for hard copy information must be made in writing to: The Clerk, The Old Courthouse, Jaycroft Road, Burnham-on-Sea, TA8 1LE or by e-mail: [townclerk@burnham-highbridge.org](mailto:townclerk@burnham-highbridge.org) Telephone: 01278 788088

Some information may only be available by inspection at the Council Office.

<b><i>INFORMATION AVAILABLE</i></b>	<b><i>HOW THE INFORMATION CAN BE OBTAINED</i></b>
<p><b>Organisational Information – Who we are and what we do and how we do it</b></p> <p>There are 18 councillors on the Town Council, and the elected Chairman of Council is also the Mayor. The Burnham Joint Burial Committee has 5 councillors representing Burnham on Sea &amp; 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 Standing Orders Contact details for the Clerk and the location of the offices and access details Organisational 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><b>Financial Information – What we spend and how we spend it</b></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 Regulations Details of current contracts/orders awarded over £1000, and value of contract Members allowances and expenses Quarterly Income and Expenditure over budget Grants to voluntary, community and social enterprise sector</p>	<p>Hard copy Hard copy Website &amp; hard copy Website – &amp; hard copy N/A Website &amp; hard copy Hard copy Hard copy Website &amp; hard copy Website &amp; hard copy</p>

<b>INFORMATION AVAILABLE</b>	<b>HOW THE INFORMATION CAN BE OBTAINED</b>
<p><b>Strategies &amp; plans, audits and reviews – what our priorities are and how we are doing</b></p> <p>Annual Report to Parish  Quality status  Charter with Sedgemoor District Council  Local Plan  Neighbourhood Plan</p>	<p>Website &amp; hard copy  Currently under review  Link to SDC website &amp; hard copy  Hard copy/ viewed at Council office  Linked on Website</p>
<p><b>Decision Making Process – How we make decisions</b></p> <p>Timetable of Meetings (including Council, and committees)  Agendas - Town Council Meetings, Committee meetings  Minutes – Town Council meetings, Committee meetings, committee meetings  Reports to committees and council meetings  Responses to consultation meetings  Responses to planning applications and plans</p>	<p>Website &amp; hard copy  Notice Board (current only), Website/Hard copy</p> <p>Website &amp; hard copy</p> <p>Website &amp; hard copy  Hard copy  Website – in Planning Minutes &amp; hard copy</p>
<p><b>Policies and Procedures</b></p> <p>Standing Orders which incorporate committee terms of reference  Code of Conduct  Equality and Diversity policy  Health &amp; Safety policy  Training Policy  Complaints Procedure  Records retention, destruction and archive policy  Recording at Meetings policy  Schedule of charges for publication scheme (see below)  Provision of services &amp; the employment of staff</p>	<p>Website &amp; hard copy  Website &amp; hard copy  Website &amp; hard copy  Hard copy  Website &amp; hard copy  Website &amp; Hard copy  Hard copy  Website &amp; hard copy  Hard copy/Website  Hard copy</p>

<b>INFORMATION AVAILABLE</b>	<b>HOW THE INFORMATION CAN BE OBTAINED</b>
<p><b>Lists and Registers</b></p> <p>Assets Register  Disclosure Log  Register of Gifts and hospitality</p> <p>Register of members' interests  Right of Burial, Burial and memorial Record Books</p>	<p>Hard Copy  N/A  On application to the Monitoring Officer at Sedgemoor District Council  Hard copy and on Sedgemoor District Council web site  Viewed at Council Office</p>
<p><b>Other Information provided by the Town Council:</b></p> <p>Town Council Newsletter  Residents Guide  Cemetery Information &amp; Regulation booklet</p> <p><b>Services provided by the Town Council</b></p> <p>Allotments: Lease agreement, list of annual rent, number on waiting list  Burial Grounds: Westfield Rd, Highbridge and Brent Rd  Princess Theatre and Arts Centre  Seating, litter bins, memorial items, clocks, Bus Shelters</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  Schedule of charges to hire Council Chamber  Rent for allotments at Walrow  Rent of land for Telecoms mast  Rent of grazing land  Fees &amp; charges for Burials and Memorials</p>	<p>Under review  Website &amp; hard copy  Website &amp; hard copy</p> <p>Hard copy  Website &amp; hard copy  Website &amp; hard copy  Hard copy</p> <p>Website &amp; hard copy (see below)  Hard copy  Hard copy  Hard copy  Hard copy  Website &amp; hard copy</p>

**Schedule of Charges** – this describes how the charges have been arrived at.

Information can be inspected at the Council Offices free of charge.

Information that can be photocopied, without breaching copyright laws can be copied on the Council's photocopier (hard copies)

Type of Charge	Description	Basis of Charge (the actual charge incurred by the council)
Disbursement cost	<b>Photocopying</b> -A4 @ 10p per sheet (black & white) - A4 @ 20p per sheet (colour) - A3 @ 20p per sheet (black & white) - A3 @ 30p per sheet (colour)  If copying all above double sided cost +5p black & white +10p colour	A4 & A3 @ 7p (black & white) A4 & A3 @ 14p (colour)
	<b>Postage</b>	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Other	<b>A search</b> of burial records	First search – no charge Each additional search £2

### Exempt Material

Personal information relating to Councillors (other than that required to be declared in the Members' Registration of Interests)

Personal information relating to employees

Tenders and bids from contractors and suppliers

**Note:** Data protection Legislation prohibits the publication of certain categories of information.

This council is complying with the Local Government Transparency Code 2015.

**Adopted 2009**

**Reviewed: February 2018 Minute No. 06/18/P&F**

**Next Review: February 2020**