

## Information available from Bridport Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	(hard copy and/or website)	
Who's who on the Council and its Committees	Web site	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web site	Free
Location of main Council office and accessibility details	Web site	Free
Staffing structure	Web site	Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	(hard copy and/or website)	
Annual return form and report by auditor	Hard Copy	5p per sheet
Finalised budget	Web site	Free
Precept	Web site	Free
Borrowing Approval letter	Not Applicable	
Financial Standing Orders and Regulations	Web site	Free
Grants given and received	Web Site	Free
List of current contracts awarded and value of contract	Hard copy	5p per sheet
Members' allowances and expenses	Scheme on Web Site List of Claims (hard copy)	Free 5p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Town Plan	Web Site	Free

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual Report to Town Meeting	Web Site	Free
Quality status	Not Applicable	
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)	Web Site	Free
Agendas of meetings (as above)	Web Site	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web Site	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Web Site	Free
Responses to consultation papers	Hard copy	5p per sheet
Responses to planning applications	Web Site	Free
Bye-laws	Hard copy	5p per sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
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	Web site	Free
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	Complaints Procedures on web site  Other policies hard copy	Free  5p per sheet

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
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)		
Information security policy	Not applicable	
Records management policies (records retention, destruction and archive)	Hard copy	5p per sheet
Data protection policies	Not applicable	
Schedule of charges (for the publication of information)	As attached	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list	Hard copy	5p per sheet
Assets Register	Hard copy	5p per sheet
Disclosure log	Not applicable	
Register of members' interests	Hard copy	5p per sheet
Register of gifts and hospitality	Hard copy	5p per sheet
<b>Class 7 – The services we offer</b> (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	Web site	Free
Burial grounds and closed churchyards	Web site	Free
Community venues and halls (Venue Hire)	Web site	Free
Parks, playing fields and recreational facilities	Web site	Free
Seating, litter bins, clocks, memorials and lighting	Web site	Free
Bus shelters	Not applicable	
Markets	Web site	Free
Public conveniences	Web site	Free
Agency agreements	Hard copy	5p per sheet

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	Web site	Free
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Additional Information to be added		

**Contact details:**

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Bridport DT6 3JP

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority