

Brocton Parish Council - Publication Scheme

Information to be published	How the information can be obtained
<p>Class1 - Who we are and what we do</p> <p>Who's who on the Council and its Committees Contact details for Parish Clerk and Council members</p>	<p>Website – www.broctonparishcouncil.co.uk Parish Newsletter – Brocton Paper Chase Hard copy or email on request to the Clerk</p>
<p>Class 2 – What we spend and how we spend it (Current and previous financial year)</p> <p>Annual return form and report by auditor Current and previous financial year statements of account Financial Regulations and Standing Orders Expenditure over £100</p>	<p>Website – www.broctonparishcouncil.co.uk Hard copy or email on request to the Clerk</p>
<p>Class 3 – What our priorities are and how we are doing</p> <p>Annual Report to Parish (current and previous year)</p>	<p>Website – www.broctonparishcouncil.co.uk Parish Newsletter – Brocton Paper Chase Hard copy or email on request to the Clerk</p>
<p>Class 4 – How we make decisions (Current and previous council year)</p> <p>Timetable of meetings (Council and parish meetings) Agendas of meetings (as above) Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting</p>	<p>Website – www.broctonparishcouncil.co.uk Hard copy or email on request to the Clerk</p>

<p>Class 5 – Our policies and procedures (Current information only)</p> <p>Policies and procedures for the conduct of council business: Procedural Standing Orders Code of Conduct Complaints Procedure Information data protection policy Document Retention and Disposal Policy Schedule of charges (for the publication of information) Equal Opportunities Policy</p>	<p>Website – www.broctonparishcouncil.co.uk Hard copy or email on request to the clerk</p> <p>See details of charges at end of document.</p>
<p>Policies and procedures for handling requests for information:</p>	<p>Website – www.broctonparishcouncil.co.uk Hard copy or email on request to the clerk</p>
<p>Class 6 – Lists and Registers (Currently maintained lists and registers only)</p> <p>Asset Register Register of Members Interests</p>	<p>Website – www.broctonparishcouncil.co.uk Hard copy or email on request to the clerk</p>
<p>Class 7 – The services we offer (Current information only)</p> <p>Brocton Paper Chase Children’s play park and playing field Book swap Seating, litter bins, village signs Bus shelter Defibrillator Vehicle activated speed signs</p>	<p>Website – www.broctonparishcouncil.co.uk Hard copy or email on request to the clerk</p>

<p>Contact Details</p> <p>Jill Davies Clerk to Brocton Parish Council 29 The Crescent Stafford ST16 1ED Tel: 01785 598434 Email: clerk@brocton.staffslc.gov.uk</p>	<p>Schedule of Charges</p> <p>Hard copy of information that can be photocopied, without breaching copyright laws can be provided at the following costs: -</p> <ul style="list-style-type: none"> • Photocopy A4 Black/White @ 10p per sheet • Photocopy A4 Colour @ 12p per sheet • Royal Mail 2nd Class Post <p>Above at actual cost to Parish Council</p>
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