

# BROADWAY PARISH COUNCIL PUBLICATION SCHEME

Adopted: 6<sup>th</sup> January 2026

Next review: Annually

Information to be published	How the information can be obtained	Cost – Refer to Charging Schedule
<p><b>Class 1 - Who we are and what we do</b> Organisational information, structures, locations and contacts Current information only.</p>	<p>Note Parish Council website: <a href="https://www.broadwaysomerset-pc.gov.uk/">https://www.broadwaysomerset-pc.gov.uk/</a></p>	
<p>List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies</p>	<p>Website &amp; Clerk</p>	
<p>Contact details for Parish Clerk and Council members</p>	<p>Website &amp; Clerk</p>	
<p>Location of main Council office and accessibility details</p>	<p>N/A</p>	
<p>Staffing structure</p>	<p>N/A – Clerk is only employee</p>	
<p><b>Class 2 – What we spend and how we spend it</b> Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum</p>		
<p>Annual return and report by auditor(s)</p>	<p>Website &amp; Clerk</p>	
<p>Finalised budget</p>	<p>Website &amp; Clerk</p>	
<p>Precept</p>	<p>Website &amp; Clerk</p>	
<p>Borrowing Approval letter</p>	<p>N/A</p>	
<p>Financial Regulations</p>	<p>Website &amp; Clerk</p>	
<p>Grants given and received</p>	<p>Clerk</p>	
<p>List of current contracts awarded and value of contract</p>	<p>Clerk</p>	
<p>Members’ allowances and expenses</p>	<p>N/A</p>	

<p><b>Class 3 – What our priorities are and how we are doing</b>  Strategies and plans, performance indicators, audits, inspections and reviews  Current and previous year as a minimum</p>		
Annual governance statement as included in the Annual Return form	Website & Clerk	
Parish Plan	N/A	
Annual Report to Parish or Community Meeting	Website & Clerk	
<p><b>Class 4 – How we make decisions</b>  Decision making processes and records of decisions  Current and previous council year as a minimum</p>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website, Clerk & Notice Board	
Agendas of meetings (as above)	Website, Clerk & Notice Board	
Minutes of meetings (as above) – excluding material that is properly considered to be exempt from disclosure	Website & Clerk	
Reports presented to council meetings – excluding material that is properly considered to be exempt from disclosure	Clerk	
Responses to consultation papers	N/A	
Responses to planning applications	Website, Clerk & Somerset Council website	
Bye-laws	N/A	
<p><b>Class 5 – Our policies and procedures</b>  Current written protocols, policies and procedures for delivering our services and responsibilities  Current information only</p>		
Policies and procedures for the conduct of Council business: Standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website & Clerk	

Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies and details of current vacancies Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Clerk	
Information security policy	Clerk	
Records management policies (document retention, destruction and archive)	Clerk	
Data protection policies	Website & Clerk	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Assets register	Website & Clerk	
Disclosure log (indicating the information that has been provided in response to FOIA and EIR requests).	Clerk	
Register of members’ interests	Clerk & Somerset Council website	
Register of gifts and hospitality	N/A	
<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		
Parks, playing fields and recreational facilities	Website & Clerk	
Seating, litter bins, clocks, memorials and lighting	Website & Clerk	
<b>Additional Information</b> Information not itemised in the lists above	None.	

**Contact details:**

Clerk – Mrs Kim Larsson

e-mail: [broadwaypc@broadwaysomerset-pc.gov.uk](mailto:broadwaypc@broadwaysomerset-pc.gov.uk)

Telephone: 07871 935101

Postal address: On request

**Exempt Material**

Personal information relating to Councillors (other than required to be declared in the Members' Register 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

**Charging Policy**

Information can be inspected by arrangement with the Clerk, free of charge. There is no parish office so the information requested will be made available at the next parish council meeting. If this is impracticable for any reason, then copies of the documents will be sent by post. There is unlikely to be any further charge other than printing and second-class Royal Mail postage, but the Parish Council reserves the right to charge to reimburse the cost of the Clerk's time. Applicants will be informed if there is an intention to charge. Information which can be photocopied, without breaching copyright laws, can be copied by the Clerk at the costs set out below.

**Schedule of charges**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @10p per A4 side (black & white)	Estimate of actual cost
	Photocopying @15p per A4 side (colour)	Estimate of actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class