



# Information available from Broxton and District Parish Council under the model publication scheme

This Policy gives examples of the kinds of information that Broxton and District Parish Council strives to provide in order to meet its commitments under the model publication scheme. The Policy will be regularly reviewed and updated to ensure that it best meets the requirements of the scheme.

Reviewed May 2026

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>Class1 - Who we are and what we do</b>                      (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Website  <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a></p>
<p>Who’s who on the Council and its Committees</p>	<p>Website  <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a></p>

Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a>
<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) Current and previous financial year as a minimum	Website <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a>
Annual return form and report by auditor	Website <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a>
Finalised budget	Website <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a>
Precept	Website <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a>
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Website <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a>
Grants given and received	Website <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a>
List of current contracts awarded and value of contract	Website <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a>
Members' allowances and expenses	Website <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a>
<b>Class 3 – What our priorities are and how we are doing</b> Projects, plans, audits, inspections and reviews	Website <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a>

Annual Report to Parish Meeting (current and previous year as a minimum)	Website <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a>
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	Website <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a>
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a>
Agendas of meetings (as above)	Website <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a>
Minutes of meetings (as above)	Website <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a>
Reports presented to council meetings	Website <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a>
Responses to consultation papers	Website <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a>
Responses to planning applications	Website <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a>
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	Website <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a>

<p>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</p>	<p>Website  <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a></p>
<p><b>Class 6 – Lists and Registers</b>           Currently maintained lists and registers only</p>	<p>Website  <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a></p>
<p>Any publicly available register or list</p>	<p>Website  <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a></p>
<p>Assets register</p>	<p>Website  <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a></p>
<p>Register of members’ interests</p>	<p>Website  <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a></p>
<p>Register of gifts and hospitality</p>	<p>Parish Clerk</p>
<p><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</p>	<p>N/A</p>
<p>Parks, playing fields and recreational facilities</p>	<p>N/A</p>
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Parish Clerk</p>

<p><b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>	<p>Website <a href="http://www.broxtonparishcouncil.gov.uk">www.broxtonparishcouncil.gov.uk</a></p>
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**Contact details:**

**Mrs M Clough**

**Parish Clerk to Broxton and District Parish Council**

**0754 640 5090** [clerk@broxtonparishcouncil.gov.uk](mailto:clerk@broxtonparishcouncil.gov.uk)

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	<p>We are unable to provide a photocopying service.</p> <p>*Please refer to the Information Commissioner website for appropriate fees and charges to be applied if the request for information is considered to be excessive in staff time</p>	N/A

\* the actual cost incurred by the public authority