



Bude-Stratton Town Council

Publication Scheme

Application for hard copy information must be made in writing to the Town Clerk, The Parkhouse Centre, Ergue-Gaberic Way, Bude, EX23 8LD or by email: office@bude-stratton.gov.uk or phone: 01288 353576

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

INFORMATION AVAILABLE	HOW THE INFORMATION CAN BE OBTAINED
<p>Organisational Information – Who we are and what we do and how we do it</p> <p>There are 18 councillors on the Town Council. 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 web site and by hard copy</p>
<p>Financial Information – What we spend and how we spend it</p> <p>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>Web site and hard copy Web site & hard copy Web site & hard copy Hard copy Web site & hard copy Hard copy Hard copy Web site & hard copy Web site & hard copy</p>

INFORMATION AVAILABLE	HOW THE INFORMATION CAN BE OBTAINED
<p>Strategies, plans, audits and reviews – what our priorities are and how we are doing</p> <p>Annual Report to Parish Quality Status Neighbourhood Plan</p>	<p>Web site & hard copy Not yet obtained Linked on web site</p>
<p>Decision Making Process – How we make decisions</p> <p>Timetable of Full Council and committee meetings Agendas – Town Council meetings, committee meetings Minutes – Town Council meetings, committee meetings Reports to council meetings and committees Responses to consultation papers Responses to planning applications and plans</p>	<p>Web site & hard copy Noticeboard (current only), web site & hard copy Web site & hard copy Web site & hard copy Hard copy Web site – in Planning Minutes & hard copy</p>
<p>Policies and Procedures</p> <p>Standing Orders Committee terms of reference Code of Conduct Financial Regulations Other policies as detailed in Policy Schedule Schedule of charges for publication scheme (see below) Policies and procedures for the provision of services & the employment of staff</p>	<p>Web site & hard copy Web site & hard copy Web site & hard copy Web site & hard copy Web site & hard copy Web site & hard copy Web site & hard copy</p>

INFORMATION AVAILABLE	HOW THE INFORMATION CAN BE OBTAINED
<p>Lists and Registers</p> <p>Burial records Asset Register Register of members' interests Register of Gifts and hospitality</p>	<p>By appointment Web site & hard copy Hard copy and on Cornwall Council web site On application to the Monitoring Officer at Cornwall Council</p>
<p>Services provided by the Parish Council</p> <p>Burial grounds Community centres Parks and recreational facilities Seating, litter bins, memorials and lighting Bus shelters Agency agreements Public conveniences</p>	<p>Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy 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) and subject to the following charges.

Type of Charge	Description	Basis of Charge (the actual charge incurred by the council)
Disbursement cost	Photocopying -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	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

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.