



Brean Parish Council

Mrs J Manning, Clerk, Brean Parish Council, 1, Hillside, Puriton, Bridgwater, TA7 8AW

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INFORMATION AVAILABLE UNDER THE MODEL PUBLICATION SCHEME

**Class1 – Who we are and what we do, who is on the Council and its Committees:
Contact details for the Parish Clerk & Council Members.**

CONTACT DETAILS on Website www.brean.org

Location of Council office – 1 Hillside, Puriton, Bridgwater, Somerset, TA7 8AW

Staffing structure – Beach Wardens report to Cllr Harris (Beach manager).

Class2 – What we spend and how we spend it:

Current and Prior Financial Year information.

Audited Annual Return.

Budget- Beach Expenditure only.

Precept – NOT APPLICABLE.

Borrowings – NOT APPLICABLE.

Standing Orders – NOT APPLICABLE.

Grants given and received – Contained in financial information.

List of Current Contracts awarded (Concessions).

Members allowances and expenses – NONE TAKEN.

**INFORMATION AVAILABLE ON REQUEST FROM CLERK OF THE
COUNCIL.**

Class3 – What our priorities are and how we are doing:

Parish Plan – NOT APPLICABLE.

Annual Report – issued with minutes.

Quality Status – NOT APPLICABLE.

Local Charters – NOT APPLICABLE.

Class4 – How we make decisions:

Timetable of meetings – First Monday of each month (excluding August).

Agenda of meetings – issued three days before meetings.

Minutes of meetings –available initially as DRAFT.

Reports presented to Council, excluding any regarded as “private”.

Responses to consultations.

Responses to Planning Applications.

Bye Laws.

**APPROVED MINUTES AVAILABLE ON THE WEBSITE ALL OTHER
INFORMATION AVAILABLE FROM THE CLERK ON REQUEST.**

Class5 – Our policies and procedures:

Correspondence – Any correspondence received will be acknowledged by the Clerk within 7 days, this acknowledgement will advise how the correspondence will be dealt with, and request that the author confirm that they are happy for it to be tabled in a public meeting and accept any responsibility for the outcome of this public discussion.

It will be discussed under “correspondence” at the next meeting and a response provided either verbally or in writing. The discussion will be contained in the minutes.

Where the response needs to be considered by the Council it will be placed on circulation.

Circulation File – where correspondence requires review and input from councillors it will be placed on circulation immediately after the meeting at which it is tabled. After circulation it will be responded to at the next meeting under “response to previously circulated correspondence”.

The discussion will be contained in the minutes. A written response will be sent where appropriate.

Procedural Standing Orders – NOT APPLICABLE.

Committee & Sub Committee Terms of Reference – NOT APPLICABLE.

Delegated Authority in respect of Officers – decided at AGM and minuted.

Code of Conduct Policy Statements – NOT APPLICABLE.

Internal Policies relating to delivery of services – NOT APPLICABLE.

Equality & Diversity Policy – NOT APPLICABLE.

Health & Safety Policy – Risk Assessment Completed.

Recruitment Policies – NOT APPLICABLE.

Policies & Procedures for Information- this document.

Complaints Procedure – NOT DEFINED.

Information Security – NOT DEFINED.

Record Management Policy – NOT DEFINED.

Data Protection Policy – as defined in Act.

Schedule of Charges – NONE LEVIED.

WHERE ANY OF THE ABOVE DOCUMENTS.

EXIST THEY ARE AVAILABLE FROM THE CLERK ON REQUEST.

Class6 – Lists and Registers:

Any publicly available list - NON HELD.

Assets Register – NOT APPLICABLE.

Disclosure Log – NOT APPLICABLE.

Register of Members Interests – Held with Code of Conduct.

Register of Gifts & Hospitality – NOT APPLICABLE.

Class7 – The services we offer:

Allotments - NOT APPLICABLE.

Burial Grounds – NOT APPLICABLE.

Community Centres & Village Halls – information available from Village Hall Management Committee.

Parks Playing Fields & Recreational Facilities – NOT APPLICABLE.

Seating, litter bins, clocks, memorials & lighting – Council responsible for maintenance and insurance.

Bus Shelters – Council responsible for maintenance& insurance.

Markets – NOT APPLICABLE.

Public Conveniences – Council responsible for maintenance and insurance of village hall conveniences only.

Agency Agreements – NOT APPLICABLE.

Additional Information.

The Parish Council is responsible for cleaning, maintaining and wardening the beach.

Income received from activities and concessions on the beach is used to fund the expenses of the beach.

Where there is an excess of income this has been historically used to fund day to day expenses of the Council normally funded by a “Precept” thereby avoiding the need to levy a precept on residents.

INFORMATION REGARDING INCOME AND EXPENDITURE ON THE BEACH IS AVAILABLE ON REQUEST FROM THE CLERK, EXCEPT WHERE THE ISSUE OF THAT INFORMATION WOULD CONTRAVENE THE DATA PROTECTION ACT.

CONTACT DETAILS

Information on the website is available at www.brean.org

Information available from the Clerk is available on request from breanparish@aol.com

“Hard Copy” information is available on request from the Clerk, subject to reasonable notice (7 days max).

THE PARISH COUNCIL RESERVES THE RIGHT TO MAKE A REASONABLE CHARGE FOR INFORMATION, WHERE IT IS MORE THAN A SIMPLE RESPONSE, EXCEPT PHOTOCOPIES, WHICH WILL BE CHARGED @ 10p PER COPY.