



Brean Parish Council

Mr. B. Hunt (Clerk), Brean Post Office, Church Road, Brean, Nr. Burnham-on-sea, TA8 2RR
Tel. 01278 751225 Email. breanparish@aol.com

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 – Brean Post office

**Staffing structure – Beach Wardens report to Cllr
Harris**

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
info**

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

Agenda of meetings – issued three days before meetings

Minutes of meetings –available initially as DRAFT

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

Reponses 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 – NOT APPLICABLE

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) @ Brean Post Office 9am to 5pm Mon - Fri

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

