

Publication Scheme for Broomfield Forest Limited

This publication scheme follows the model prepared and approved by the Information Commissioner.

<p>Who we are and what we do</p> <p>Organisational information, structures, locations and contacts.</p>				
<ul style="list-style-type: none">• Roles and responsibilities <p>The purpose of the Company is to develop property in connection with the College and to engage in other trading activities not involving the College's main site. The policy of the Company is to transfer its taxable profits by Gift Aid to the College.</p> <ul style="list-style-type: none">• Articles of Association <p>The Memorandum and Articles of Association of the Company are available.</p> <ul style="list-style-type: none">• Board membership <p>The Directors of the Company are as follows:</p> <table><tr><td>Mr Rory Landman</td><td>Senior Bursar of Trinity College</td></tr><tr><td>Dr Rod Pullen</td><td>Junior Bursar of Trinity College</td></tr></table> <ul style="list-style-type: none">• Senior executives <p>The Company has no executive directors.</p> <ul style="list-style-type: none">• Staff structure <p>The Company does not employ any staff. The Company purchases services from Bidwells for the conduct of its day-to-day operations.</p> <ul style="list-style-type: none">• Contact points <p>The Company Secretary is Mr Chris Spokes (telephone (01223) 559579 or email Christopher.Spokes@bidwells.co.uk).</p>	Mr Rory Landman	Senior Bursar of Trinity College	Dr Rod Pullen	Junior Bursar of Trinity College
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<p>What we spend and how we spend it</p> <p>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.</p>				
<ul style="list-style-type: none">• Annual accounts <p>The Annual Accounts of the Company are available.</p> <ul style="list-style-type: none">• Loans sanctioned <p>Details of the Company's Creditors may be found in its Annual Accounts.</p>				

- **Procurement procedures**

The Company obtains professional services from the firms referred to in its Annual Accounts. Construction contracts are normally placed by the Company following competitive tender.

- **Staff and board members' allowances and expenses**

Board members may claim for their out-of-pocket expenses. The Company has no staff.

What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

- **Annual Report**

The Company's Annual Report may be found in its Annual Accounts.

How we make decisions

Key decisions are made by the Board following consultation with the major shareholder, Trinity College.

- **Minutes of meetings of the Board**

The minutes of the Board are commercially confidential.

Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

- **Policies and procedures for conducting departmental business**

The Company has no staff and is not organised in departments.

- **Policies and procedures for delivering our services**

The Company delivers its services, where appropriate, in consultation with its shareholder, Trinity College.

- **Policies and procedures for recruiting and employing staff**

The Company has no staff.

- **Customer service**

The Company has no non-corporate customers.

Complaints in the first instance should be addressed to Christopher Spokes at Bidwells (email Christopher.Spokes@bidwells.co.uk). Any appeal should be made to a Director.

- **Records management and personal data policies**

The company holds no personal data.

- **Charging regimes and policies**

The Company negotiates its charges on a case-by-case basis with its corporate customers.

No charge is made for any information referred to in this publication scheme.

Lists and registers

Any information we are currently legally required to hold in publicly available registers.

- **Any lists or registers that may be required to produce in the conduct of their business**

There are none.

- **Any property asset list**

The Company's significant assets are listed in its annual Accounts.

- **Disclosure logs**

The Company does not maintain a disclosure log.

The services we offer

Information about the services we offer, including leaflets, guidance and newsletters.

- **Details of company services**

The Company provides services principally to Trinity College, Cambridge.

- **Services for which the company is entitled to recover a fee, together with those fees**

The Company negotiates its fees on a case-by-case basis with its corporate customers.

- **Leaflets**

The Company publishes no leaflets.

- **Media Releases**

The Company does not issue press releases.