

Information available from Avon Dassett Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (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>(hard copy and/or website)</p> <p>Website</p>	-
Who's who on the Council and its Committees	Website	-
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, Compton Chronicle, Reading Room	-
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy and/or website)</p> <p>Clerk (hard copy)</p>	5p/sheet
Annual return form and report by auditor	Clerk (hard copy)	5p/sheet

Finalised budget	Clerk (hard copy)	5p/sheet
Precept	Clerk (hard copy) Minutes (website)	5p/sheet -
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Clerk (hard copy) – when available from WALC	5p/sheet
Grants received	Clerk (hard copy) Minutes (website)	5p/sheet
List of current contracts awarded and value of contract	Clerk (hard copy)	5p/sheet
Members' allowances and expenses	Clerk (hard copy)	5p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website	-
Action Plan	Website	-
Progress Report	Website	-
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	AGM Minutes (website) Compton Chronicle, Village Fête brochure	- 5p/sheet 5p/sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum	Website, Noticeboards, Clerk (hard copy)	- 5p/sheet

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, Noticeboards, Clerk (hard copy)	- 5p/sheet
Agendas of meetings (as above)	As above	“
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	As above	“
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Minutes (website, noticeboards)	-
Responses to consultation papers	N/A	
Responses to planning applications	Website, Minutes on noticeboards & Chronicle	- 5p/sheet
Bye-laws	Refer to SDC/WCC websites	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Current information only	Website	-
Policies and procedures for the conduct of council business:		
Procedural standing orders	Awaiting WALC guidelines	
Committee and sub-committee terms of reference	N/A	
Delegated authority in respect of officers	N/A	
Code of Conduct	Website (all members trained)	-
Policy statements	N/A	

Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	WALC/NALC websites	-
Equality and diversity policy	WALC/NALC websites	-
Health and safety policy	Hard copy in Reading Rm	5p/sheet
Recruitment policies (including current vacancies)	N/A	
Policies and procedures for handling requests for information	Website	-
Complaints procedures (including those covering requests for information and operating the publication scheme)	SDC website	-
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	WALC guidelines	
Data protection policies	N/A	
Schedule of charges (for the publication of information)	Website	-
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Electoral Register – see Clerk (view only)	-
Assets Register	Clerk (hard copy)	5p/sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests	Clerk (view only)	-
Register of gifts and hospitality	Clerk (view only)	-

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
Allotments	N/A	
Burial grounds and closed churchyards	Cemetery rules – website, Clerk (hard copy)	- 5p/sheet
Community centres and village halls	Website	-
Parks, playing fields and recreational facilities	Website	-
Seating, litter bins, clocks, memorials and lighting	Clerk (hard copy)	5p/sheet
Bus shelters	Clerk (hard copy)	5p/sheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	-
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		
<p>*NOTE: copying + 2nd class postage fees will be charged</p>		*

Contact details: website

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
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Hire of Reading Room Burial fees	£5 fee (to encourage use) Set out in Cemetery Rules & Regulations

* the actual cost incurred by the public authority