

## Information available from Long Ashton Parish Council under the model publication scheme (revised October 2018)

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (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>		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address if used)	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Not applicable	
<p><b>Class 2 – What we spend and how we spend it</b> (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>		
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Not Applicable	
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Hard copy on request Website.	10p/sheet

List of current contracts awarded and value of contract	On request	10p/sheet
Members' allowances and expenses	Only Chairman receives allowance (detailed in budget on website)	Free
Expenditure over £500	Website	Free
Ear marked reserves details and explanation	Website	Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Neighbourhood Development Plan	Website	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
Quality status	Website	Free
Local charters drawn up in accordance with DCLG guidelines	North Somerset Website	Free
Action Plan – current year	Website	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Current and future on website	Free
Agendas of meetings (as above)	On website, noticeboard and in Library	Free
Minutes of meetings (as above) – note this will exclude information that is properly regarded as private to the meeting.	Website and library	Free
Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting.	Hard copy available on request	10p/sheet
Responses to consultation papers	Hard copy available on request	10p/sheet
Responses to planning applications	On North Somerset website, in planning committee minutes on website and library.	Free
Bye-laws	Hard copy available on request	10p/sheet

<p><b>Class 5 – Our policies and procedures</b>          (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>On request</p> <p>Website</p> <p>Website</p> <p>On Website</p> <p>Some on website</p>	<p>10p/sheet</p> <p>Free</p> <p>Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>On website</p> <p>Hard copy on request</p> <p>No stated policy</p> <p>No stated policy just Fol</p> <p>On website</p>	<p>Free</p> <p>10p/sheet</p> <p>Free</p>
<p>Information security policy</p>		
<p>Records management policies (records retention, destruction and archive)</p>	<p>Records, except burial records and minutes etc., kept 7 years (2005 minute C556)</p>	
<p>Data protection policies</p>	<p>On Website</p>	
<p>Schedule of charges (for the publication of information)</p>	<p>On website</p>	

<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard copy available on request	10p/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)		
Register of members' interests	Link on website	
Register of gifts and hospitality	Link on Website	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	None held	
Burial grounds and closed churchyards	Information on request from Clerk	
Community centres and village halls	Not managed by PC	
Parks, playing fields and recreational facilities	Information on PC managed facilities available from the Clerk	
Seating, litter bins, clocks, memorials and lighting	Information on request from Clerk	
Bus shelters	Information on request from Clerk	
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)	Information on request from Clerk	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Janet Turp, Clerk, PO Box 3102, Long Ashton, Bristol, BS41 9XA.  
01275 393551,  
clerk@longashtonparishcouncil.com

Postage will be charged where applicable.

#### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* The actual cost incurred by the public authority

22<sup>nd</sup> October 2018