

## Information available from Long Ashton Parish Council under the model publication scheme (revised October 2016)

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	Hard copy on request	10p/sheet
Grants given and received	Hard copy on request List is part of budget which is on 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)	
<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	Website and library	Free

regarded as private to the meeting.		
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
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:	On request	10p/sheet
Procedural standing orders	Website	Free
Committee and sub-committee terms of reference	Website	Free
Delegated authority in respect of officers	On Website	
Code of Conduct	Some on website	
Policy statements		
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	On website	Free
Equality and diversity policy	Hard copy on request	10p/sheet
Health and safety policy		
Recruitment policies (including current vacancies)	No stated policy	

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	No stated policy just Fol On website	Free
Information security policy		
Records management policies (records retention, destruction and archive)	Records, except burial records and minutes etc., kept 7 years (2005 minute C556)	
Data protection policies		
Schedule of charges (for the publication of information)	On website	
<b>Class 6 – Lists and Registers</b>  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)		
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)  Current information only	(hard copy or website; some information may only be available by inspection)	
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

16<sup>th</sup> October 2017