

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

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>	<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><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>	<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
<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)	
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	
<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	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	
<b>Class 5 – Our policies and procedures</b> (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	-
<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)	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><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)</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><b>Additional Information</b>        This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		
<p><b>*NOTE: copying + 2<sup>nd</sup> class postage fees will be charged</b></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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 5p per sheet (colour)	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>	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