

MODEL PUBLICATION SCHEME/FREEDOM OF INFORMATION ACT

Information available from Paulton Parish/Community Council under the model publication scheme is listed below. They can be inspected at a mutually convenient date and time at The Council Office, The Village Hall, Farrington Road, Paulton BS39 7LW and/or can be accessed from the council's website www.paultonparishcouncil.org.uk. Hard copies can be provided at 10p per A4 sheet, plus postage, payable in advance.

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	(Hard copy or website)
Who's who on the Council and its Committees	Website and hard copy
Contact details for Parish Clerk and Council members	Website and hard copy
Location of main Council office and accessibility details	Website and hard copy
Staffing structure	Hard copy
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)	(Hard copy or website)
Current and previous financial year as a minimum	
Annual return form and report by auditor	Website and hard copy

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Finalised budget	Hard copy
Precept	Website and hard copy
Financial Standing Orders and Regulations	Website and hard copy
Grants given and received	Website and hard copy
List of current contracts awarded and value of contract	Website and hard copy
Members' allowances and expenses	Hard copy
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	Hard copy
Annual Report	Website and hard copy
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website and hard copy
Agendas of meetings	Website and hard copy and on notice boards
Minutes of meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website and hard copy
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy
Responses to consultation papers	Hard copy
Responses to planning applications	Hard copy and BANES
Class 5 – Our policies and procedures (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:	

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<p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website and hard copy Website and hard copy Contained in standing orders Website and hard copy Website and hard copy</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures</p>	<p>Website and hard copy Website and hard copy Website and hard copy Website and hard copy</p>
Data protection policies	Website and hard copy
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	(Hard copy or website; some information may only be available by inspection)
Any publicly available register or list	Hard copy and/or inspection at the council office
Assets register	
Register of members' interests	
Register of gifts and hospitality	
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>	(Hard copy or website; some information may only be available by inspection)

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Allotments	Website and/or hard copy. Some information may only be available by inspection at the Council office.
Burial grounds and schedule of burial fees	
Community centres and village halls	
Parks, playing fields and recreational facilities	
Seating, litter bins, clocks, memorials and lighting	
Bus shelters	
Public conveniences	

Contact details:

Carol Hall (Clerk)
 Paulton Parish Council
 The Village Hall
 Farrington Road
 Paulton
 BS39 7LW

Tel:01761 413644
 Email:clerk@paultonparishcouncil.org.uk
 Website: www.paultonparishcouncil.org.uk

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 @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
	Website	Free

* the actual cost incurred by the public authority