

FREEDOM OF INFORMATION ACT

Information available from **Paulton Parish Council** under the model publication scheme is listed below. The documents 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 a cost of 10p per A4 sheet, plus postage, payable in advance.

Information published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts - current information only)	
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 - current and previous financial year)	
Annual return form and report by auditor	Website and hard copy
Finalised budget	Hard copy
Precept	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)	
Parish Plan	Hard copy
Annual Report	Website and hard copy
Class 4 – How we make decisions (Decision making processes and records of decisions - current and previous council year)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website and hard copy

Agendas of Meetings	Website and hard copy and on council notice boards in Co-op precinct and village hall car park
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website and hard copy
Reports presented to council meetings - nb 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 on B&NES website
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities - current information only)	
Policies and procedures for the conduct of council business:	
Procedural standing orders	Website and hard copy
Delegated authority in respect of officers	Contained in Standing Orders (on website and hard copy)
Code of Conduct	Website and hard copy
Policy statements	Website and hard copy
Policies and procedures for the provision of services and about the employment of staff:	
Equality and diversity policy	Website and hard copy
Health and safety policy	Website and hard copy
Policies and procedures for handling requests for information	Website and hard copy
Complaints procedures	Website and hard copy
Schedule of charges (for the publication of information)	

Class 6 – Lists and Registers Currently maintained lists and registers only	
Any publicly available register or list	Hard copy and/or by inspection at the Council Office
Assets Register	
Register of members' interests	
Register of gifts and hospitality	
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)	
Allotments	Website and/or hard copy. Some information may only be available by inspection at the Council Office
Burial ground and schedule of burial fees	
Community centres and village halls	
Parks, playing fields and recreational facilities	
Seating, litter bins, memorials and lighting	
Bus shelters	
Public convenience	
Agency agreements	
Precept leaflet, Business Plan, The Paulton Letter, newsletters, Village Walk leaflet, Village Design Statement	Website and/or available free of charge from the Council Office

Contact details:

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CHARGES:

Photocopying – 10p per A4 sheet (black and white)
Postage – actual cost of Royal Mail standard 2nd class
Website – free