

Information available from Whitchurch Parish Meeting under the model publication scheme

Class1 - Who we are and what we do (Organisational information, structures, locations and contacts).
Current information only

Information to be published	How the information can be obtained	Cost for copy
Who's who on the Council and its Committees	Hard copy or website	20p per sheet
Contact details for Parish Clerk and Council members	Hard copy or website	20p per sheet
Location of main Council office and accessibility details	Hard copy or website	20p per sheet
Staffing structure	Contact Clerk	20p per sheet

Class 2- What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, contracts and financial audit).
Current and previous financial year as a minimum.

Annual return form and report by auditor	Hard copy	20p per sheet
Finalised budget	Hard copy	20p per sheet
Precept	Hard copy	20p per sheet
Financial Standing Orders and Regulations	Hard copy	20p per sheet
Grants given and received	Hard copy	20p per sheet
List of current contracts awarded and value of contract	Hard copy	20p per sheet
Members allowances and expenses	Hard copy	20p per sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)

Annual Report to Parish (current and previous year as a minimum)	Hard copy	20p per sheet
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Class 4 – How we make decisions (Decision making process and records of decisions)

Timetable of all meetings	Hard copy	20p per sheet
Agendas of meetings	Website or Hard copy	Free
Minutes of meetings – nb:this will exclude information that is properly regarded as confidential to the meeting	Hard copy	20p per sheet
Presented to council meetings – nb: this will exclude information that is properly regarded as confidential to the meeting.	Hard copy	20p per sheet
Responses to consultation papers	Website or Hard copy	20p per sheet
Responses to Planning Applications	B&NES Council website Hard copy	Free 20p per sheet

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only.

Information to be published <i>Policies and procedures for the conduct of council business:</i>	How the information can be obtained	Cost
Procedural standing orders	Hard copy	20p per sheet
Committee and sub-committee terms of reference	Contained in standing orders	20p per sheet
Delegated authority in respect of officers	Contained in standing orders	20p per sheet
Code of Conduct	Hard copy	20p per sheet
<i>Policies and procedures for the provision of services</i>		
Internal policies relating to the delivery of services	Contained in Standing Orders and Financial Regulations	20p per sheet
Policies and procedures for handling requests for information	Hard copy	20p per sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	20p per sheet
Schedule of charges (for the publication of information)	Hard copy	20p per sheet

Class 6 – Lists and registers (currently maintained lists and registers only)

Any publicly available register or list	By inspection (if held)	Free
Assets register	By inspection	Free

Class 7 – The services we offer (Current information only)

Allotments	Website or Hard copy	20p per sheet
Burial Ground	Website or Hard copy	20p per sheet
Park/Playfield	Website	Free
Seating, clock and Christmas lights	Hard copy	20p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g.burial fees)	Hard copy	20p per sheet

Contact details:

The Clerk
Whitchurch Parish Council
Community Centre Office
Bristol Road
Whitchurch Village
Bristol
BS14 OPT

Tel: 01275 839873

Schedule of charges

The documents for inspection referred to in the Scheme are held by the Clerk and can be inspected at a mutually convenient time, date and place.

Copies of the documents where indicated, can be provided at a cost of 20p per A4 sheet plus postage, payable in advance.

A discretionary Administration Fee of £20 may also be charged.