

## Information available from Yatton 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>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard copy	Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy Noticeboards	Free Free Free
Location of main Council office and accessibility details	Website Noticeboards	Free Free
Staffing structure	Website	Free

	Hard copy	Free
<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)  Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy	Free
Finalised budget	Hard copy	Free
Precept	Hard copy	Free
<del>Borrowing Approval letter</del>		
Financial Standing Orders and Regulations	Website	Free
	Hard copy	Free
Grants given and received	Website	Free
	Hard copy	
List of current contracts awarded and value of contract	Hard copy	Free
Members' allowances and expenses	Available for inspection	Free
<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)	Hard copy	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free

	Hard copy	Free
Quality status	Hard copy	Free
<del>Local charters drawn up in accordance with DCLG guidelines</del>		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
	Hard copy	Free
Agendas of meetings (as above)	Website	Free
	Hard copy	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
	Hard copy	10 sheets or more, 10p per sheet, otherwise free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
	Hard copy	10 sheets or more, 10p per sheet, otherwise

		free
Responses to consultation papers	Hard copy	Free
Responses to planning applications	Hard copy	Free
Bye-laws	Hard copy	Free
<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:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website  Hard copy	Free  Free
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and	Website  Hard copy	Free  Free

operating the publication scheme)		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges )for the publication of information)		
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
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	Free
<del>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)</del>		
Register of members' interests	Available for inspection	Free
Register of gifts and hospitality	Available for inspection	Free
Register of burials and grants of burial rights	Available for inspection	Free
<b>Class 7 – The services we offer</b>	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Website	Free
	Hard copy	Free

Burial grounds and <del>closed churchyards</del>	Website	Free
	Hard copy	Free
<del>Community centres and village halls</del>		
Parks, playing fields and recreational facilities	Website	Free
	Hard copy	Free
Seating, litter bins, clocks, memorials and lighting		
<del>Bus shelters</del>		
Markets	Website	Free
	Hard copy	Free
<del>Public conveniences</del>		
<del>Agency agreements</del>		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Free
	Hard copy	Free
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:** Crispin Taylor, Clerk to the Council, 01934 426473, [clerk@yatton-pc.gov.uk](mailto:clerk@yatton-pc.gov.uk)

Parish Office: Yatton Library, High Street, Yatton, Bristol BS49 4HJ

## 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) (more than 10 sheets only)	Actual cost *
	Photocopying @ ..p 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>		

\* the actual cost incurred by the public authority