

## Information available from Downend & Bromley Heath Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>
Location of main Council office and accessibility details	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>
Staffing structure	<i>Contact Clerk</i>	
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>
Finalised budget	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>
Precept	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>
Borrowing Approval letter	<i>N/A to the Council</i>	

Financial Standing Orders and Regulations	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>
Grants given and received	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>
List of current contracts awarded and value of contract	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>
Members' allowances and expenses	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan (in planning stage)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>
Quality status	<i>N/A to this Council</i>	
Local charters drawn up in accordance with DCLG guidelines	<i>N/A to this Council</i>	
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>
Agendas of meetings (as above)	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>
Minutes of meetings (as above)	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>
Reports presented to council meetings	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>

Responses to consultation papers	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>
Responses to planning applications	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>
Bye-laws	<i>N/A to this Council</i>	
<b>Class 5 – Our policies and procedures</b>		
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	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>
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 operating the publication scheme)	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>
Information security policy	<i>N/A to this Council</i>	

Records management policies (records retention, destruction and archive)	<i>Contact Clerk</i>	
Data protection policies	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>
Schedule of charges (for the publication of information)	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>
<b>Class 6 – Lists and Registers</b>		
Any publicly available register or list	<i>Available by inspection – Contact Clerk</i>	<i>FREE</i>
Assets Register	<i>Available by inspection – Contact Clerk</i>	<i>FREE</i>
Disclosure log	<i>Contact Clerk</i>	
Register of members' interests	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>
Register of gifts and hospitality	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>
<b>Class 7 – The services we offer</b>		
Allotments	<i>N/A to this Council</i>	
Burial grounds and closed churchyards	<i>N/A to this Council</i>	
Community centres and village halls	<i>N/A to this Council</i>	
Parks, playing fields and recreational facilities	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>
Seating, litter bins, clocks, memorials and lighting	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>

Bus shelters	<i>E-mail – contact Clerk Hard copy – contact Clerk</i>	<i>FREE 10p/sheet</i>
Markets	<i>N/A to this Council</i>	
Public conveniences	<i>N/A to this Council</i>	
Agency agreements	<i>N/A to this Council</i>	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	<i>N/A to this Council</i>	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	<i>N/A at the current time</i>	

**Contact: Clerk to the Council – Mrs Angela Hocking  
75 Wadham Grove, Emersons Green, Bristol BS16 7DX**

**Tel/Fax. 0117 9567001**

**E-mail. [dandbparish@btinternet.com](mailto:dandbparish@btinternet.com)**

SCHEDULE OF CHARGES – See below... \*\* All charges are made to simply recover costs incurred by D&BH PC.

This describes how the charges have been arrived at:

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p 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
<b>Other</b>	Clerk's time	If considerable volume of work requested, charge made at £15/hour, as agreed by Finance Committee 15.10.08.

\* the actual cost incurred by the public authority

**\*\* The Model Publication Scheme was originally adopted by D&BH PC on 17 December 2003 and no amendments were considered necessary. The scheme was reviewed and readopted in June 2006.**

**In 2003, D&BH PC resolved to charge 10p per sheet for copying etc, as recommended by the Department for Constitutional Affairs to be the maximum at that time.**