



DOWNEND & BROMLEY HEATH PARISH COUNCIL

POLICY Q: SCHEDULE OF CHARGES

1. OVERVIEW

1.1. Information can be downloaded free of charge from Downend & Bromley Heath Parish Council's (the "Parish Council") website.

1.2. Where the provision of information incurs a cost to the Parish Council (i.e. postage, copying etc), the following costs shall be levied.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Estimated actual cost
	Photocopying/printing @ 30p per sheet (colour)	Estimated actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other	Clerk's time	If considerable volume of work is requested, charge made at £19/hour

ADOPTION

This Schedule of Charges was adopted by Downend & Bromley Heath Parish Council at the January 2018 Full Parish Council Meeting.

Signed:

Chairman

Signed:

Clerk

Date:

Version History

Adopted by Parish Council	20 June 2013
Latest review	January 2018
Date of next review	January 2019