

Information available from West Ashton Parish Council under the model publication scheme

Information to be published	How info is obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only <small>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</small>	Hard copy from Clerk. Contact Details for the Parish	20p
Who's who on the Council and its Committees	Clerk and Council members are detailed on the notice	Per
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Board.	sheet
Location of main Council office and accessibility details		
Staffing structure		
Class 2 - What we spend and how we spend it (Financial info relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Hard copy from Clerk.	20p
Annual return form and report by auditor		Per
Finalised budget		Sheet
Precept		
Borrowing Approval letter		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy from Clerk	20p
Parish Plan (current and previous year as a minimum)		Per
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		Sheet
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 - How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy from Clerk. As from November 2008 copies	20p
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Of the Parish Council agendas and minutes will be	Per
Agendas of meetings (as above)	Available free of charge on the Parish web site.	Sheet
Minutes of meetings (as above) – <small>nb this will exclude information that is properly regarded as private to the meeting.</small>		
Reports presented to council meetings - <small>nb this will exclude information that is properly regarded as private to the meeting.</small>		
Responses to consultation papers		
Responses to planning applications		
Bye-laws		
Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy from Clerk.	20p
Policies and procedures for the conduct of council business:		Per
Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		Sheet
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 + safety policy		
Recruitment policies (including current vacancies) Policies + procedures for handling requests for info Complaints procedures (includes those covering requests for info + 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)		
Class 6 - Lists and Registers Currently maintained lists and registers only	Hard copy from Clerk (some information may only be	20p
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	available by inspection)	Per
Assets Register		Sheet
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)		
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	Hard copy from Clerk (some information may only be	20p
Allotments - N/A	available by inspection)	Per
Burial grounds and closed churchyards - N/A		Sheet
Community centres and village halls – N/A		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets – N/A		
Public conveniences – N/A		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) – N/A		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

West Ashton Parish Clerk
westashtonpc@outlook.com

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost incurred by the Parish Council
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)