

PUBLICATION SCHEME

All items marked hard copy are available at a cost of 10p per sheet, e-mail or website items are free. Items marked website also available by e-mail

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do This will be current information only	www.bleadonparishcouncil.gov.uk The clerk	See costs below
Who's who on the Council and its Committees	Website	“
Contact details for Parish Clerk and Council members	Clerk to the Council Bruce Poole BA (Hons) Fellow ILCM MMC Rooftops 10 South Street Burnham-on-Sea Somerset TA8 1BS 07887802922 bruce.poole2@btopenworld.com	“
Staffing structure	Clerk and Village Ranger	“
Class 2 – What we spend and how we spend it Current and previous financial year as a minimum	Available by e-mail or hard copy Web Site	“ “
Annual return form and report by auditor	Circulated with newsletter - on website	“
Finalised budget	Website – in minutes – hard copy	“
Precept	Website - in minutes – hard copy	“
Borrowing Approval letter	None	“
Financial Standing Orders and Regulations	Website - hard copy	“
Grants given and received	Website – hard copy	“
List of current contracts awarded and value of contract	On request to the clerk	“

Members' allowances and expenses	Not paid	“
Class 3 – What our priorities are and how we are doing	Website - hard copy	“
Parish Plan (current and previous year as a minimum)	Website & Hard Copy	“
Annual Report to Parish Meeting (current and previous year as a minimum)	Minutes and Annual Report Website Newsletter and hard copy	“ “
Quality status	currently applying for re-accreditation	“
Local charters drawn up in accordance with DCLG guidelines	None in place yet	“
Class 4 – How we make decisions		
Current and previous council year as a minimum	Website – hard copy	“
Timetable of meetings	Website	“
Agendas of meetings (as above)	On website and notice boards	“
Minutes of meetings (as above)	3 clear days before meeting free e-mail service apply via clerk	“
Note - this will exclude information that is properly regarded as private to the meeting.	On website and available by e-mail and hard copy	“
Reports presented to council meetings	Available with chairman or vice chairman three clear days before meeting or at the meeting	“
Note - this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers	See Minutes	“
Responses to planning applications	See Minutes – Website	“
Bye-laws	None currently	“
Class 5 – Our policies and procedures		
Current information only	Website - Hard copy – e-mail from clerk	“

Policies and procedures for the conduct of council business: Procedural standing orders* Committee terms of reference Delegated authority in respect of officers* Code of Conduct Policy statements	Website - Hard copy or e-mail from clerk	“
Information security policy	Back up of computer details, important docs in fireproof box	“
Records management policies (records retention, destruction and archive)	Paper copies of Minutes after six years are archived with Somerset Records. Finance details kept for 6 years. Only important documents kept longer than 3 months – E-Mails kept just for seven days.	“
Data protection policies	No data not in public domain	“
Schedule of charges (for the publication of information)	On this document	“
Class 6 – Lists and Registers	None Currently held	“
Assets Register	E-mail or hard copy	“
Disclosure log	Apply to the clerk	“
Register of members’ interests	Apply to clerk	“
Register of gifts and hospitality	Apply to clerk	“
Class 7 – The services we offer		
Current information only	Website and Hard Copy ; some information may only be available by inspection)	“
Allotments	Administered by the Parish Council	“
Burial grounds - Closed churchyard	Parochial Church Council	“
Coronation and Jubilee Halls	Operated by Management Committee	“
Parks, playing fields and recreational facilities	Operated by Bleadon Parish Council	“

Seating, litter bins, clocks, memorials	Operated in the main by Bleadon Parish Council and North Somerset District Council	“
Bus shelters	Owned by the Parish Council	“
Public Conveniences	Currently operated by North Somerset District Council	“
Agency agreements	None	“
A summary of services for which the council is entitled to recover a fee	None	“
Street Lighting	Except at Shiplate Road/The Veale and Old School Lane others are operated by North Somerset Council	“
Additional Information	None	“

Contact details:

Clerk as above

Website www.bleadonparishcouncil.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .10.p per sheet (black & white)	Actual cost based on computer printing
	Photocopying @ .20.p per sheet (colour)	Actual cost inc computer use
	Postage	Actual cost of Royal Mail standard 2 nd class, recorded if requested
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		