

Compton Bishop Parish Council Publication Scheme

Information available from Compton Bishop Parish Council under the publication scheme devised and approved by the Information Commissioner.

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>Who’s who on the Council and its Committees</p> <p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p> <p>Staffing structure</p>	<p>(Hard copy or website)</p> <p>email from the clerk Parish council website</p> <p>email from the clerk Parish council website</p> <p>Parish council website</p>	<p>See costs schedule below</p>

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	(Hard copy or website)	See costs schedule below
Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy or email from the clerk	
Finalised budget	Parish council website	
Precept	Hard copy or email from the clerk	
Borrowing Approval letter	Parish council website	
Financial Standing Orders and Regulations	Hard copy or email from the clerk	
Grants given and received	Parish council website	
List of current contracts awarded and value of contract	None	
Members' allowances and expenses	Website or email from the clerk	
Members' allowances and expenses	Minutes - hard copy or email from the clerk	
Members' allowances and expenses	Hard copy or email from the clerk	
Members' allowances and expenses	Email or Hard copy from the clerk	
Members' allowances and expenses	Parish council website (minutes)	

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p> <p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p> <p>Local charters drawn up in accordance with DCLG guidelines</p>	<p>(Hard copy or website)</p> <p>Website or email from the clerk</p> <p>None in place</p>	<p>See costs schedule below</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p> <p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p> <p>Agendas of meetings (as above)</p> <p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>(Hard copy or website)</p> <p>Website or email from the clerk</p> <p>email from the clerk Parish council website Parish noticeboards email from the clerk Parish council website</p>	

<p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</p> <p>Responses to consultation papers</p> <p>Responses to planning applications</p> <p>Bye-laws</p> <p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p> <p>Policies and procedures for the provision of services and about the employment of staff:</p>	<p>Parish noticeboards</p> <p>Email from clerk or website (minutes)</p> <p>email from the clerk</p> <p>Parish council website (minutes)</p> <p>email from the clerk</p> <p>Parish council website (minutes)</p> <p>None</p> <p>(Hard copy or website)</p> <p>email from the clerk</p> <p>Website</p>	<p>See costs schedule below</p>
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<p>Internal instructions to staff and 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)</p>	<p>email from the clerk Website</p>	
<p>Information security policy</p>	<p>email from the clerk website</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>email from the clerk Website</p>	
<p>Data protection policies</p>	<p>email from the clerk website</p>	
<p>Schedule of charges (for the publication of information)</p>	<p>See below</p>	
<p>Class 6 – Lists and Registers</p>	<p>(Hard copy or website; some information may only be available by inspection)</p>	<p>See costs schedule below</p>
<p>Currently maintained lists and registers only</p>		
<p>Assets register</p>	<p>Website or email from the clerk</p>	

<p>Disclosure log (indicating the information that has been provided in response to requests)</p>	<p>email from the clerk</p>	
<p>Register of members' interests</p>	<p>Parish council website (link to SDC)</p>	
<p>Register of gifts and hospitality</p>	<p>email from the clerk</p>	
<p>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</p>	<p>(Hard copy or website; some information may only be available by inspection)</p>	<p>See costs schedule below</p>
<p>Open spaces Seating, litter bins, clocks, memorials and lighting Bus shelters</p>	<p>email from the clerk email from the clerk email from the clerk</p>	
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>	<p>None</p>	

Contact details:

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (B & W) Photocopying @ 15p per sheet (colour) Postage	Based on computer printing Based on computer printing Actual cost of postage and envelope
Statutory Fee		In accordance with the relevant legislation (The statute applicable will be stated)