

Information available from Bleadon Parish Council under the model publication scheme – Dated:- 8th December 2008

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 |
|---|---|------------------------|
| <p>Class1 - Who we are and what we do</p> <p>This will be current information only</p> | <p>www.bleadonparishcouncil.gov.uk</p> <p>The clerk</p> | <p>See costs below</p> |
| <p>Who's who on the Council and its Committees</p> | <p>Website</p> | <p>“</p> |
| <p>Contact details for Parish Clerk and Council members</p> | <p>Clerk to the Council Bruce Poole Dip. HE Local Policy; Principal ILCM 21 Stoneleigh Close Burnham-on-Sea Somerset TA8 2EE 07887802922 bruce.poole2@btopenworld.com</p> | <p>“</p> |
| <p>Staffing structure</p> | <p>Clerk and Village Ranger</p> | <p>“</p> |

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| Class 2 – What we spend and how we spend it | Available by e-mail or hard copy | “ |
| Current and previous financial year as a minimum | 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 | “ |

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| Class 3 – What our priorities are and how we are doing | Website - hard copy | “ |
| Parish Plan (current and previous year as a minimum) | Currently in preparation | “ |
| 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 | “ |

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| <p>Reports presented to council meetings</p> <p>Note - this will exclude information that is properly regarded as private to the meeting.</p> | <p>Available with chairman or vice chairman three clear days before meeting or at the meeting</p> | <p>“</p> |
| <p>Responses to consultation papers</p> | <p>See Minutes</p> | <p>“</p> |
| <p>Responses to planning applications</p> | <p>See Minutes – Website</p> | <p>“</p> |
| <p>Bye-laws</p> | <p>None currently</p> | <p>“</p> |
| <p>Class 5 – Our policies and procedures</p> <p>Current information only</p> | <p>Website - Hard copy – e-mail from clerk</p> | <p>“</p> |
| <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders*</p> <p>Committee terms of reference</p> <p>Delegated authority in respect of officers*</p> <p>Code of Conduct</p> <p>Policy statements</p> | <p>Website - Hard copy or e-mail from clerk</p> | <p>“</p> |
| <p>Information security policy</p> | <p>Back up of computer details, important docs in fireproof box</p> | <p>“</p> |

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| 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) | “ |

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| 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 | “ |

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| Additional Information | None | “ |
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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 | | |