

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
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	(Hard copy or website)	See costs schedule below
This will be current information only. Who's who on the Council and its Committees	email from the clerk Parish council website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	email from the clerk Parish council website	
Staffing structure	Parish council website	

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 Parish council website	
Finalised budget	Hard copy or email from the clerk Parish council website	
Precept	Hard copy or email from the clerk Parish council website	
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	Website or email from the clerk	
Grants given and received	Minutes - hard copy or email from the clerk	
List of current contracts awarded and value of contract	Hard copy or email from the clerk	
Members' allowances and expenses	Email or Hard copy from the clerk Parish council website (minutes)	

**Class 3 – What our priorities are and how we are doing
(Strategies and plans, performance indicators, audits,
inspections and reviews)**

(Hard copy or website)

See costs
schedule
below

Current and previous year as a minimum

**Annual Report to Parish or Community Meeting (current and
previous year as a minimum)**

Website or email from
the clerk

Local charters drawn up in accordance with DCLG guidelines

None in place

**Class 4 – How we make decisions
(Decision making processes and records of decisions)**

(Hard copy or website)

Current and previous council year as a minimum

**Timetable of meetings (Council and any committee/sub-
committee meetings and parish meetings)**

Website or email from
the clerk

Agendas of meetings (as above)

email from the clerk
Parish council website
Parish noticeboards
email from the clerk
Parish council website
Parish noticeboards

**Minutes of meetings (as above) – n.b. this will exclude information
that is properly regarded as private to the meeting.**

Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.

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

Policies and procedures for the conduct of council business:

**Procedural standing orders
Committee and sub-committee terms of reference
Delegated authority in respect of officers
Code of Conduct
Policy statements**

Policies and procedures for the provision of services and about the employment of staff:

Internal instructions to staff and policies relating to the delivery of services

Email from clerk or website (minutes)
email from the clerk
Parish council website (minutes)
email from the clerk
Parish council website (minutes)
None
(Hard copy or website)

See costs schedule below

email from the clerk
Website

email from the clerk
Website

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)

Information security policy

email from the clerk
website

Records management policies (records retention, destruction and archive)

email from the clerk
Website

Data protection policies

email from the clerk
website

Schedule of charges (for the publication of information)

See below

Class 6 – Lists and Registers

(Hard copy or website;
some information may
only be available by
inspection)

See costs
schedule
below

Currently maintained lists and registers only

Assets register

Website or email from
the clerk

Disclosure log (indicating the information that has been provided in response to requests)

email from the clerk

Register of members' interests

Parish council website
(link to SDC)
email from the clerk

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)

(Hard copy or website; some information may only be available by inspection)

See costs schedule below

Current information only

Open spaces

email from the clerk
email from the clerk
email from the clerk

Seating, litter bins, clocks, memorials and lighting

Bus shelters

Additional Information

None

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

Contact details:

Mrs Sally Diaz, Parish Clerk

Phone: 07856 846621

17 Sealey Close
Draycott
Cheddar
Somerset
BS27 3UA

Email: comptonbishopparrishcouncil@gmail.com

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)