



Pucklechurch Parish Council



## INFORMATION AVAILABLE FROM PUCKLECHURCH PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Please note an administration charge of £10.00 will be made for information/copying obtained from the Parish Clerk.

### Class 1 - Who we are and what we do

(Organisational information, structures, locations and contacts)

This will be current information only

N.B. Councils should already be publishing as much information as possible about how they can be contacted.

*Table 1 Where information is published and costs*

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who on the Council	Website Noticeboards Hard copy	Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Noticeboards Hard copy	Free Free
List of councillor or member responsibilities	Website Hard copy	Free Free



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## 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)

Current and previous financial year as a minimum.

Table 2 Where information is published and costs

Information to be published	How the information can be obtained	Cost
Annual return form (AGAR) and report by auditor including end of year accounts, annual governance statement and internal audit report	Website Hard copy	Free 12p per sheet
Finalised budget	Website Hard copy	Free 12p per sheet
Precept	Website - minutes Hard copy	Free 12p per sheet
Financial Standing Orders and Regulations	Website Hard copy	Free 12p per sheet
Grants given and received	Website - minutes Hard copy	Free 12p per sheet
List of current contracts awarded and value of contract	Website Hard copy	Free 12p per sheet
Members' allowances and expenses	Website Hard copy	12p per sheet
Spending over £100 included in monthly minutes	Minutes – website Hard copy	Free 12p per sheet



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### Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

*Table 3 Where information is published and costs*

Information to be published	How the information can be obtained	Cost
Parish Plan (current and previous year as a minimum)	Website Hard copy	Free 12p per sheet
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard copy	Free 12p per sheet
Local Council Award Scheme	Website	
Business Plan	Under review	
Annual action plan	Under review	

### Class 4 – How we make decisions

(Decision making processes and records of decisions)

Current and previous council year as a minimum.

*Table 4 Where information is published and costs*

Information to be published	How the information can be obtained	Cost
Timetable of meetings	Website Noticeboards Hard copy	Free Free
Agendas of meetings	Website Noticeboards – current meeting Hard copy	Free 12p per sheet



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Minutes of meetings – draft version within 1 week of meeting which will be replaced with final version once approved NB this will exclude information that is properly regarded as private to the meeting.	Website Noticeboards – current meeting Hard copy	Free 12p per sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Displayed at meetings Hard copy	Free 12p per sheet
Responses to consultation papers	Website - minutes	Free
Responses to planning applications	Website - minutes	Free

### Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)  
Current information only.

*Table 5 Where information is published and costs*

Information to be published	How the information can be obtained	Cost
<i>Policies and procedures for the conduct of council business:</i> Standing orders Code of Conduct Financial Regulations Risk Assessment schedule	Website Hard copies	Free 12p per sheet
<i>Policies and procedures related to council:</i> Clerk and councillor training Complaints policy Disciplinary policy Equality and Diversity policy Financial Reserves policy Grievance policy Health and safety policy		



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Remote meeting protocol Scheme of delegation Training and development policy		
<i>Policies and procedures for the provision of services:</i> Allotment Policy Allotment Handbook Allotments Risk Assessment Allotment tenancy agreement Environmental policy Filming and recording policy Memorial bench request Mobile phone policy Playing fields terms and conditions Safeguarding children and vulnerable adults Social media policy Tree safety management policy Volunteer litter pickers guidance	Website Hard copy	Free 12p per sheet
<i>Policies related to data protection and GDPR</i> retention and disposal policy Information and Data protection policy Subject access Request procedure Privacy notice policy Data breach policy	Website Hard copy	Free 12p per sheet
Schedule of charges (for the publication of information)	Website Hard copy	Free 12p per sheet



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### Class 6 – Lists and Registers

Currently maintained lists and registers only (hard copy or website; some information may only be available by inspection)

Table 6 Where information is published and costs

Information to be published	How the information can be obtained	Cost
Any publicly available register or list (if any are held this should be publicised; in most circumstances, existing access provisions will suffice):	Not applicable	
Assets Register	Website Hard copy	Free 12p per sheet
Register of members' interests	On inspection On South Gloucestershire Council website <a href="https://council.southglos.gov.uk/ecCatDisplay.aspx?sch=doc&amp;cat=14995">https://council.southglos.gov.uk/ecCatDisplay.aspx?sch=doc&amp;cat=14995</a>	
Register of gifts and hospitality	On inspection	

### 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.

Table 7 Where information is published and costs

Information to be published	How the information can be obtained	Cost
Parks, playing fields and recreational facilities	Website Hard copy	Free 12p per sheet
Seating	Website Hard copy	Free 12p per sheet



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Bus shelters	Website Hard copy	Free 12p per sheet
Allotments	Website Hard copy	Free 12p per sheet
Burial ground	Website Hard copy	Free 12p per sheet
Defibrillators	Website Hard copy	Free 12p per sheet
Council owned dog bins	Website Hard copy	Free 12p per sheet

Contact details:

The Clerk Pucklechurch Parish Council

c/o 25 Parkfield Rank

Pucklechurch

South Glos BS16 9NR

Email: [clerk@pucklechurchparishcouncil.gov.uk](mailto:clerk@pucklechurchparishcouncil.gov.uk)

Tel: 07525 842095

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide. **An administration charge of £10.00. will be made for information/copying obtained from the Parish Clerk.**

*Table 8 Details of charges*

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 12p per sheet (black & white)	Actual cost incurred by the public authority
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

This policy is reviewed annually by the council at the annual council meeting when any relevant changes will be made. See minutes for further details