

## Churchill Parish Council Publication Scheme

### Information to be published, how the information can be obtained and its 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>	(Hard copy or website)	See costs schedule below
<b>Who's who on the Council and its Committees</b>	email from the clerk Parish council website	
<b>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</b>	email from the clerk Parish council website	
<b>Staffing structure</b>	Parish council website	
<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)</p> <p>Current and previous financial year as a minimum</p>	(Hard copy or website)	See costs schedule below
<b>Annual return form and report by auditor</b>	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	Email from the clerk	
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)  Current and previous year as a minimum	(Hard copy or website)	See costs schedule below
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)  Current and previous council year as a minimum	(Hard copy or website)	
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	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	email from the clerk Parish council website Parish noticeboards	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Email from clerk or website (minutes)	
Responses to consultation papers	email from the clerk Parish council website (minutes)	
Responses to planning applications	email from the clerk Parish council website (minutes)	
Bye-laws	None	

<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>(Hard copy or website)</p>	<p>See costs schedule below</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>email from the clerk Website</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <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>	

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  Currently maintained lists and registers only	(Hard copy or website; some information may only be available by inspection)	See costs schedule below
Assets register	Available 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 and North Somerset Council website	
Register of gifts and hospitality	email from the clerk	

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	(Hard copy or website; some information may only be available by inspection)	See costs schedule below
Open spaces	email from the clerk	
Seating, litter bins, clocks, memorials and lighting	email from the clerk	
Bus shelters	email from the clerk	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None	

**Contact details:**

Mrs Sally Diaz, Parish Clerk  
17 Sealey Close  
Draycott  
Cheddar  
Somerset  
BS27 3UA

**Phone:** 07399 523961  
**Email:** clerk@churchillpc.org.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE      DESCRIPTION      BASIS OF CHARGE

Disbursement cost	Photocopying @ 15p per sheet (B & W)	Based on computer printing
	Photocopying @ 20p per sheet (colour)	Based on computer printing
	Postage	Actual cost of postage and envelope
Statutory Fee		In accordance with the relevant legislation (The statute applicable will be stated)

**Information available from Churchill Parish Council under the publication scheme devised and approved by the Information Commissioner.**

Reviewed by Churchill Parish Council 9 September 2024