

INFORMATION AVAILABLE FROM BITTON PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	(hard copy and/or website)	10p per page
Who's who on the Council and its Committees	Website / Hard copy contact the Clerk	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website / Hard copy contact the Clerk	
Location of main Council office and accessibility details	Website / Hard copy contact the Clerk	
Staffing structure	Website / Hard copy contact the Clerk	
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 and/or website)	10p per page
Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy contact the Clerk	
Finalised budget	Hard copy contact the Clerk	
Precept	Hard copy contact the Clerk	
Borrowing Approval letter	N/A to this Council	
Financial Standing Orders and Regulations	Website / Hard copy contact the Clerk	
Grants given and received	Hard copy contact the Clerk	
List of current contracts awarded and value of contract	Hard copy contact the Clerk	
Members' allowances and expenses	Hard copy contact the Clerk	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	10p per page
Parish Plan (current and previous year as a minimum)	Website / Hard copy contact the Clerk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy contact the Clerk	
Quality status	N/A to this Council	
Local charters drawn up in accordance with DCLG guidelines	N/A to this Council	

Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	10p per page
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website / Hard copy contact the Clerk	
Agendas of meetings (as above)	Website / Hard copy contact the Clerk	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website / Hard copy contact the Clerk	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy contact the Clerk	
Responses to consultation papers	Hard copy contact the Clerk	
Responses to planning applications	Hard copy contact the Clerk or visit South Glos Council Website	
Bye-laws	N/A to this Council	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	10p per page
Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website / Hard copy contact the Clerk	
Committee and sub-committee terms of reference	Hard copy contact the Clerk	
Delegated authority in respect of officers	N/A to this Council	
Code of Conduct	Website / Hard copy contact the Clerk	
Policy statements	Website / Hard copy contact the Clerk	
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	N/A to this Council	
Equality and diversity policy	Website / Hard copy contact the Clerk	
Health and safety policy	Website / Hard copy contact the Clerk	
Recruitment policies (including current vacancies)	Contact the Clerk for information	
Policies and procedures for handling requests for information	Website / Hard copy contact the Clerk	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website / Hard copy contact the Clerk	

Information security policy	N/A to this Council	
Records management policies (records retention, destruction and archive)	Hard copy contact the Clerk	
Data protection policies	Website / Hard copy contact the Clerk	
Schedule of charges)for the publication of information)	Contact the Clerk	
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	10p per page
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy contact the Clerk	
Assets Register	Hard copy contact the Clerk	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard copy contact the Clerk	
Register of members' interests	Website / Hard copy contact the Clerk	
Register of gifts and hospitality	N/A to this Council	
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)	10p per page
Current information only		
Allotments	Website / Hard copy contact the Clerk	
Burial grounds and closed churchyards	N/A to this Council	
Community centres and village halls	Website / Hard copy contact the Clerk	
Parks, playing fields and recreational facilities	N/A to this Council	
Seating, litter bins, clocks, memorials and lighting	Hard copy contact the Clerk	
Bus shelters	Hard copy contact the Clerk	
Markets	N/A to this Council	
Public conveniences	N/A to this Council	
Agency agreements	N/A to this Council	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A to this Council	

Contact details: Mrs Kelly Fry, Clerk to Bitton Parish Council, PO Box 337, Bristol, BS15 0FR
Tel: 01454 868102
Email: clerk@bittonparishcouncil.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 @ 10p per sheet (black & white)	Estimated Actual Cost
	Photocopying @ 30p per sheet (colour)	Estimated Actual
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other	Clerk's time	If considerable volume of work is requested, a charge made of £15 per hour will be made

Adopted by Bitton Parish Council - 8 September 2020
Reviewed – 16 May 2023
Date of next Review – May 2024