**AUGUST 2018**

**Information available from Dyrham and Hinton Parish Council under the Model Publication Scheme**

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| **Information to be published** | **How the information can be obtained** | **Cost** |
| **Class1 - Who we are and what we do** | Dyrham and Hinton Parish CouncilElected Councillors representing Dyrham and Hinton Parish. |  |
| Who’s who on the Council and Working Parties | **Chairman**Mrs Kerry Sawyer**Vice Chairman**Mr Bruce Gawler**Councillor**Mr Philp Boulton**Councillor**Mr Andrew Banwell**Councillor**Mrs Sharon Sasada |  |
| Contact details for Parish Clerk and Council members  |  |  |
| Location of main Council office and accessibility details | 87 Merlin Way,Chipping Sodbury,BS37 6XSUpon request to visit or call Anytime on mobile. |  |
| Staffing structure | Clerk – Mrs C M Howard |  |
| **Class 2 – What we spend and how we spend it**Accounts available for parishioners to inspect at any time convenient to Clerk and parishioner. | Council holds an annual Budget working group in December of each year.To budget for the next financial years spending and precept. |  |
| Annual return form and report by auditor | Kept by the Clerk. Copied to all Parish CouncillorsAdvertised each year on Public Notice Board and Council Web site. | £1.00 per copy (page) |
| Finalised budget | Copy held by Clerk and Parish Councillors. | £1.00 per copy (page) |
| Precept 2018/19SGC Grants | £8,000£40.00 |  |
| Borrowing Approval letter | N/A |  |
| Standing Orders and Financial Regulations | Adopted each year at the Council’s Annual Meeting of the Parish Council (May) and put on council website | £1.00 per copy (page) |
| Grants given and received and Community Benefit grant money | Copy of Grants list given by the Council under Section 137 of the Local Government Act. |  |
| List of current contracts awarded and value of contractGrass cutting for Parish grassed area - 1-year contract Prestige 1 year contract for the cutting of common Mr P R Lawson 1 year contract for Yate Computing – website  | Copies – Parish Clerk |  |
| Members’ allowances and expenses | Dyrham and Hinton Parish Councillors can claim expenses. But do not.  |  |
| **Class 3 – What our priorities are and how we are doing** | We are looking after areas in the parish that need upgrading allocation of the community benefit money in a right and proper manner and having a council representative on any groups that require large amounts of grants. |  |
| Parish Plan  | Undertaken by Village representatives. Copy of Plan available from Clerk. |  |
| Annual Report to Parish or Community Meeting  | Copies of AMPC and APM minutes including reports available from the ClerkWill be displayed on Parish Notice Board and web site. | £1.00 per copy (page) |
| Quality status | N/A |  |
| Local charters drawn up in accordance with DCLG guidelines | N/A |  |
| **Class 4 – How we make decisions** | Decisions made will be by debate and the majority vote at Parish Council meetings.  |  |
| Timetable of Meetings  | Parish Council meeting on the last Thursday in January/March/May/July/ September and November. Commencing at 7.30pm |  |
| Agendas of Meetings  | Advertised on the Parish Notice board and on the web site.  |  |
| Minutes of Meetings  | Advertised on the Parish Notice board and on the web site.  |  |
| Reports presented to Council Meetings  | Advertised on the Parish Notice board and on the ar web site.  |  |
| Responses to consultation papers | Responses to consultation papers are made at the appropriate Parish Council Meeting. |  |
| Responses to planning applications | Responses to Planning Applications. The Clerk distributes the new applications to Councillors, if the majority decision is made then she informs SGC in the normal way. If a decision cannot be made a special meeting of the Parish Council will be called and a decision made. The Clerk has written permission from Councillors to act on their behalf in planning matters. |  |
| Bye-laws | None |  |
| **Class 5 – Our policies and procedures** | Policies and procedures are set for the Council to abide by are set out in the Council’s Standing Orders and Financial RegulationsAnd are on the Council website.  | £1.00 per copy (page) |
| Policies and procedures for the conduct of council business: Procedural standing ordersWorking PartyDelegated authority in respect of OfficersCode of ConductPolicy statements | Adhered to by the Council and re-adopted on an annual basis.As required N/AParish Councillors comply with the Code of Conduct.N/A | £1.00 per copy (page) |
| Policies and procedures for the provision of services and about the employment of staff:Internal policies relating to the delivery of servicesEquality and diversity policySafeguarding PolicyHealth and safety policyRecruitment policies (including current vacancies) Policies and procedures for handling requests for informationData Protection Policy & Information Security Policy. (ALCA 2014)Complaints procedures  | See Standing OrdersCompliance with the LawCompliance with the LawCompliance with the LawAs per Freedoms of Information ActSee the Clerk. Compliance under the Freedoms of Information Act. | £1.00 per copy (page) |
| Information security policy | As per the Data Protection Act. |  |
| Records management policies (records retention, destruction and archive) | As per instructions from ALCA |  |
| Data protection policies GDPR May 2018 | Compliance with the Law |  |
| Schedule of charges  | £1.00 per copy (page) |  |
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| **Class 6 – Lists and Registers**Currently maintained lists and registers only | Register of Assets managed by the Parish Council.List of Declarations of Interests made by Parish Councillors at the beginning of Council meetings. |  |
| Any publicly available register or list  | Copies obtained from the Clerk | £1.00 per copy (page) |
| Assets Register  | Copies obtained from the Clerk | £1.00 per copy (page) |
| Disclosure log – Information that has been released in respect of FOI requests | Copies obtained from the Clerk | £1.00 per copy (page) |
| Register of members’ interests | Copies obtained from the Clerk and held by South Glos Council | £1.00 per copy (page) |
| Register of gifts and hospitality | None |  |
| **Class 7 – The services we offer** | Disbursement of the Community Benefit Money |  |
| Allotments | None |  |
| Burial grounds and closed churchyard | None |  |
| Community Centre and Town Hall | None |  |
| Parks, playing fields and recreational facilities | None |  |
| Seating, litter bins, clocks, memorials and lighting | **Seating** – 2 seats one at the triange Dyrham and one at the Grove Lane common land by tree.  |  |
| Bus shelters | N/A |  |
| Markets | N/A |  |
| Public conveniences | N/A |  |
| Agency agreements | N/A |  |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | N/A |  |
| **Additional Information**This will provide Councils with the opportunity to publish information that is not itemised in the lists above | N/A |  |

**Contact details:**

**Mrs C M Howard**

**Parish Clerk**

## 87 Merlin Way

Chipping Sodbury,

S Glos

BS37 6XS

Tel: 01454 882151

mail@dyrhamand hinton.org.

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost****Time taken by Clerk to obtain information as per Clerks hourly rate. Cheques to be made payable to Dyrham and Hinton Parish Council.** | Photocopying @ £1.00. Per sheet (black & white)Scanning documents | Parish Council paying Clerk to copy. Cost of ink and paper. |
|  | Photocopying @ £1.50 per sheet (colour) | Parish Council paying Clerk to copy. Cost of ink and paper. |
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|  | Postage at standard rate | Actual cost of Royal Mail standard 2nd class |
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| **Statutory Fee** |  | N/A |
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| **Other** |  | N/A |
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**AGREED 26TH JULY 2018**