**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 Council  Elected 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 6XS  Upon 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 Councillors  Advertised 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 2018/19  SGC 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 contract  Grass 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 Clerk  Will 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 Regulations  And are on the Council website. | £1.00 per copy (page) |
| Policies and procedures for the conduct of council business:  Procedural standing orders  Working Party  Delegated authority in respect of Officers  Code of Conduct  Policy statements | Adhered to by the Council and re-adopted on an annual basis.  As required  N/A  Parish 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 services  Equality and diversity policy  Safeguarding Policy  Health and safety policy  Recruitment policies (including current vacancies)  Policies and procedures for handling requests for information  Data Protection Policy & Information Security Policy. (ALCA 2014)  Complaints procedures | See Standing Orders  Compliance with the Law  Compliance with the Law  Compliance with the Law  As per Freedoms of Information Act  See 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**