

## Information available from Doynton Parish Council under the Model Publication Scheme

| Information to be published                               | How the information can be obtained  | Cost |
|---|--|------|
| <b>Class1 - Who we are and what we do</b>                 | Doynton Parish Council<br><br>Elected Councillors representing Doynton Parish.   |      |
| Who's who on the Council and Working Parties              | <b>Chairman</b><br>Mr. William Crew<br><b>Vice Chairman</b><br>Mr Peter Hart<br><b>Councillor</b><br>Mr John Ellis<br><b>Councillor</b><br>Mr William Roch<br><b>Councillor</b><br>Mrs Jill Salter |      |
| Contact details for Parish Clerk and Council members      |  |      |
| Location of main Council office and accessibility details | Upon request visit or call   |      |

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|   | During office hours on mobile.  |                       |
| Staffing structure  | Clerk – Ms. Elaine Weightman  |                       |
| <b>Class 2 – What we spend and how we spend it</b>  |   |                       |
| 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<br>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   | £5,000  |                       |
| SGC Grants  | £46.00  |                       |
| Borrowing Approval letter   | N/A   |                       |
| Standing Orders and Financial Regulations   | Adopted each year at the Council’s March meeting 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.   |                       |

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| List of current contracts awarded and value of contract N/A   | Copies – N/A Parish Clerk   |                       |
| Members' allowances and expenses                              | Doynton Parish Councillors can claim expenses. But do not.  |                       |
| <b>Class 3 – What our priorities are and how we are doing</b> | We are looking after areas in the parish that need maintaining/ allocation of the community benefit money in a right and proper manner and having a council representative on any groups that require representation. |                       |
| Parish Plan   | Undertaken by Village representatives. Copy of Plan available from website.   |                       |
| Annual Report to Parish or Community Meeting                  | Copies of AMPC and APM minutes including reports available from the Clerk<br>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   |                       |
| <b>Class 4 – How we make decisions</b>                        | Decisions made will be by debate and the majority vote at Parish Council meetings.  |                       |
| Timetable of Meetings   | Parish Council meeting on the 3 <sup>rd</sup> Wednesday<br>January/March/ September/  |                       |

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|                                       | November.<br>& 3rd Thursday in May/July<br>Commencing at 7.30pm   |  |
| Agendas of Meetings                   | Advertised on the Parish<br>Notice board and on the web<br>site.  |  |
| Minutes of Meetings                   | Advertised on the Parish<br>Notice board and on the web<br>site.  |  |
| Reports presented to Council Meetings | Advertised on the Parish<br>Notice board and on the web<br>site.  |  |
| Responses to consultation papers      | Responses to consultation<br>papers are made at the<br>appropriate Parish Council<br>Meeting.   |  |
| Responses to planning applications    | Responses to Planning<br>Applications. The Clerk<br>distributes the new<br>applications to Councillors,<br>if the majority decision is<br>made then she informs SGC<br>in the normal way. If a<br>decision cannot be made a<br>special meeting of the Parish<br>Council will be called and a<br>decision made. The Clerk<br>has written permission from |  |

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|  | Councillors to act on their behalf in planning matters.  |                       |
| Bye-laws   | None   |                       |
| <b>Class 5 – Our policies and procedures</b>   | 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:                             |  | £1.00 per copy (page) |
| Procedural standing orders   | Adhered to by the Council and re-adopted on an annual basis.   |                       |
| Working Party  | As required  |                       |
| Delegated authority in respect of Officers   | N/A  |                       |
| Code of Conduct  | Parish Councillors comply with the Code of Conduct.  |                       |
| Policy statements  | N/A  |                       |
| Policies and procedures for the provision of services and about the employment of staff: |  | £1.00 per copy (page) |
| Internal policies relating to the delivery of services                                   |  |                       |
| Equality and diversity policy  | See Standing Orders  |                       |
| Safeguarding Policy  | Compliance with the Law  |                       |
| Health and safety policy   | Compliance with the Law  |                       |
| Recruitment policies (including current vacancies)                                       | Compliance with the Law  |                       |
| Policies and procedures for handling requests for information                            | As per Freedoms of   |                       |

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| Data Protection Policy & Information Security Policy. (ALCA 2014)<br>Complaints procedures | Information Act<br>See the Clerk. Compliance under the Freedoms of Information Act.   |                       |
| 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)   |                       |
|  |   |                       |
| <b>Class 6 – Lists and Registers</b><br>Currently maintained lists and registers only      | Register of Assets managed by the Parish Council.<br>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) |

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| Register of gifts and hospitality   | None   |  |
| <b>Class 7 – The services we offer</b>  | 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  | <b>Seating</b> – Outside the village hall/ children’s play area & high street. |  |
| Bus shelters  | One  |  |
| 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  |  |
| <b>Additional Information</b><br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above | N/A  |  |

**Contact details:**

**Miss Elaine Weightman**

**Parish Clerk**

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## SCHEDULE OF CHARGES

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

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