

## 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  Elected Councillors representing Doynton Parish.	
Who's who on the Council and Working Parties	<b>Chairman</b> Mr. William Crew <b>Vice Chairman</b> Mr Peter Hart <b>Councillor</b> Mr William Roch <b>Councillor</b> Mrs Jill Salter <b>Councillor</b> Mr. Michael Williams	
Contact details for Parish Clerk and Council members		
Location of main Council office and accessibility details	Upon request visit or call 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 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 2019/20	£5,000	
SGC Grants	£20.00	
Borrowing Approval letter	N/A	
Standing Orders and Financial Regulations	Adopted each year at the Council’s September/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 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 January/March &	

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	3rd Thursday in May/July/ September/ 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 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	
<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) Complaints procedures	Information Act 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> 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)

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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> 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**

Tel: 07725165181

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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>  <b>Time taken by Clerk to obtain information as per Clerks hourly rate. Cheques to be made payable to Doynton Parish Council.</b>	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.
	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