

# Information available from Godney Parish Council under the model publication scheme – September 2016 . Re-adopted 11<sup>th</sup> May 2017

All items marked hard copy are available at a cost of 10p per sheet.

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b></p> <p>This will be current information only</p>	The Clerk	See costs below
Who's who on the Council and its Committees	The Clerk	“
Contact details for Parish Clerk and Council members	Clerk to the Council Denise Boulton 41 Goodyoor Avenue Wells BA5 2JJ <a href="mailto:wookey.pc@tiscali.co.uk">wookey.pc@tiscali.co.uk</a> 01749 670938	“
Staffing structure	Clerk/RFO	“

<b>Class 2 – What we spend and how we spend it</b>		
Current and previous financial year as a minimum	Available by hard copy	“
Annual return form and report by auditor	Available by hard copy	“
Finalised budget	in minutes – hard copy	“
Precept	in minutes – hard copy	“
Borrowing Approval letter	None	“
Financial Standing Orders and Regulations	hard copy	“
Grants given and received	hard copy	“
List of current contracts awarded and value of contract	On request to the clerk	“
Members’ allowances and expenses	The Clerk	“

<b>Class 3 – What our priorities are and how we are doing</b>	hard copy	“
Parish Plan (current and previous year as a minimum)	None in place or planned	“
Annual Report to Parish Meeting (current and previous year as a minimum)	Minutes and Annual Report hard copy	“ “
Quality status	N/A	“
Local charters drawn up in accordance with DCLG guidelines	None in place yet	“
<b>Class 4 – How we make decisions</b>		
Current and previous council year as a minimum	hard copy	“
Timetable of meetings	The Clerk	“
Agendas of meetings (as above)	notice boards	“
Minutes of meetings (as above)	3 clear days before meeting	“
Note - this will exclude information that is properly regarded as private to the meeting.	hard copy	“ “

<p>Reports presented to council meetings</p> <p>Note - this will exclude information that is properly regarded as private to the meeting.</p>	<p>Available with chairman or vice chairman three clear days before meeting or at the meeting</p>	<p>“</p>
<p>Responses to consultation papers</p>	<p>See Minutes</p>	<p>“</p>
<p>Responses to planning applications</p>	<p>See Minutes</p>	<p>“</p>
<p>Bye-laws</p>	<p>None currently</p>	<p>“</p>
<p><b>Class 5 – Our policies and procedures</b></p> <p>Current information only</p>	<p>Hard copy</p>	<p>“</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders*</p> <p>Committee terms of reference</p> <p>Delegated authority in respect of officers*</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>Hard copy</p>	<p>“</p>
<p>Information security policy</p>	<p>Back up of computer details,</p>	<p>“</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Paper copies of Minutes after 6 years archived with Somerset Records. Finance details kept for 6 years.</p>	<p>“</p>

Data protection policies	No data not in public domain	“
Schedule of charges (for the publication of information)	On this document	“
<b>Class 6 – Lists and Registers</b>	None Currently held	“
Assets Register	hard copy	“
Disclosure log	Apply to the clerk	“
Register of members' interests	Apply to clerk	“
Register of gifts and hospitality	Apply to clerk	“
<b>Class 7 – The services we offer</b>		
Current information only	Hard Copy ; some information may only be available by inspection)	“
Allotments	None	“
Burial grounds – Greenfields Cemetery	None	“
Parks, playing fields and recreational facilities	None	“

Seating, litter bins, clocks, memorials	Operated in the main by Godney Parish Council and Mendip District Council	“
Bus shelters	None	“
Public Conveniences	None	“
Agency agreements	None	“
A summary of services for which the council is entitled to recover a fee	None	“
Street Lighting	Mendip District Council	“
<b>Additional Information</b>	None	“

**Contact details:**

Clerk as above

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
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<b>Disbursement cost</b>	Photocopying @ .10.p per sheet (black & white)	Actual cost based on computer printing
	Photocopying @ .20.p per sheet (colour)	Actual cost inc computer use
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class, recorded if requested
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

**Chairman.....**

**11<sup>th</sup> May 2017**