

Information available from Bourton on the Hill Parish Council under the model publication scheme

This publication scheme was adopted at a meeting of Bourton on the Hill Parish Council in December 2021

Class 1 – Who we are and what we do

(Organisational information, structures, locations and contacts)

This will be current information only

Information to be published	How the information can be obtained	Cost
Who's who on the Council and its Committees	Email Hard Copy Website	Free 20p per sheet + postage
Contact details for Parish Clerk and Council members	Email Hard Copy Website	Free 20p per sheet + postage
Location of main Council office and accessibility details	Email Hard Copy	Free 20p per sheet + postage

Class 2 – What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

Current and previous financial year as a minimum

Information to be published	How the information can be obtained	Cost
Annual return form and report by auditor	Hard copy	20p per sheet + postage
Finalised budget	Hard copy	20p per sheet + postage
Precept	Hard copy	20p per sheet + postage
Financial Standing Orders and Regulations	Hard copy	20p per sheet + postage
Grants given and received	Email Hard Copy	Free 20p per sheet + postage
List of current contracts awarded and value of contract	Email Hard Copy	Free 20p per sheet + postage

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Information to be published	How the information can be obtained	Cost
Parish Plan (current and previous year as a minimum)	None held	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	20p per sheet + postage

Class 4 – How we make decisions

(Decision making processes and records of decisions)
Current and previous council year

Information to be published	How the information can be obtained	Cost
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Email Hard copy Website	Free 20p per sheet + postage Free
Agendas of meetings (as above)	Email Hard copy	Free 20p per sheet + postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Email Hard copy Website	Free 20p per sheet + postage Free

Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	20p per sheet + postage
Responses to consultation papers	Hard copy	20p per sheet + postage
Responses to planning applications	Hard copy	20p per sheet + postage
Bye-laws	Hard copy Website	20p per sheet + postage Free

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

Information to be published	How the information can be obtained	Cost
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy	20p per sheet + postage
Policies and procedures for the provision of services and about the employment of staff:	Hard copy	20p per sheet + postage

Clerk's job description
Risk assessment

Class 6 – Lists and Registers

Currently maintained lists and registers only

Information to be published	How the information can be obtained	Cost
Assets Register	Email Hard copy	Free 20p per sheet + postage
Register of members' interests	Hard copy Website	20p per sheet + postage
Register of gifts and hospitality	Hard copy	20p per sheet + postage

Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)
Current information only

Information to be published	How the information can be obtained	Cost
Cemetery Regulations and Fees	Email Hard copy Website	20p per sheet + postage

Parks, playing fields and recreational facilities, including playground inspection reports	Hard copy	20p per sheet + postage
Seating, litter bins, clocks, memorials and lighting	Hard copy	20p per sheet + postage

Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

None

How to obtain information

By post Information will be posted on request, following receipt of any fee applicable (see below). Please use the contact details below to send your request. We aim to despatch the information within 10 working days from receipt of full details of your request and any relevant fee. Please note that we only supply one copy of any item per person.

By email Where indicated on the information list, documents can be sent to you as an email attachment. Information will be sent on request, free of charge. Please use the contact details below to send your request. We aim to despatch the information within 10 working days from receipt of full details at your request.

If you do not see the information you want in the list of Classes of Information shown above, you may ask the Parish Council if the particular information is available. If it is you will be advised and the Council will tell you if the information is to be available free of charge or at a cost.

Requests for information must be made in text form and be clear about the information required. The Council is not concerned with the reason the information may be required but is entitled to proper information to help it to deal with the request. Text form means either application in writing or by email giving a name and address to which the information should be sent.

Contact details

Mr Kevin O'Donoghue, Clerk
T: 01386 854830
E: clerk@bourtononthehill.co.uk

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
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority