



## Churchill Parish Council

### Information available from Churchill Parish Council under the model publication scheme

<i>Information to be published</i>	<i>How the information can be obtained</i>	<i>Cost</i>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only  N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy and/or website)	

Who's who on the Council and its Committees	Website, noticeboards & hard copy	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, noticeboards & hard copy	Free
Location of main Council office and accessibility details	Website, noticeboards & hard copy	Free
Staffing structure	Website, noticeboards & hard copy	Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	Hard copy and website in annual report	Free
Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy	Free
Finalised budget	Hard copy	Free
Precept	Hard copy	Free
Borrowing Approval letter	Hard copy	Free
Financial Standing Orders and Regulations	Hard copy & website	Free
Grants given and received	Hard copy & website	Free
List of current contracts awarded and value of contract	Hard copy	Free
Members' allowances and expenses	Hard copy	Free
All Payments – on Council agendas	Hard copy & website	Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	

Parish Plan (current and previous year as a minimum)	Hard copy & website	Free 10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy & website	Free
Quality status	Hard copy & website	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, noticeboards & hard copy	Free
Agendas of meetings (as above)	Website & hard copy	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, noticeboards & hard copy	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	Free
Responses to consultation papers	Website & hard copy	Free
Responses to planning applications	Website & hard copy	Free
<b>Class 5 – Our policies and procedures</b>	(hard copy or website)	

<p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	
<p>Current information only</p>	
<p>Policies and procedures for the conduct of council business:</p>	<p>Website or hard copy      Free</p>
<p>Procedural standing orders                  Committee terms of reference                  Delegated authority in respect of officers                  Code of Conduct                  Policy statements</p>	<p>Website or hard copy                      Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p>	<p>Hard copy &amp; website      Free</p>
<p>Internal policies relating to the delivery of services                  Complaints procedures (including those covering requests for information and operating the publication scheme)                  Grant Awarding Policy</p>	
<p>Schedule of charges )for the publication of information)</p>	<p>Appendix to this guide</p>
<p><b>Class 6 – Lists and Registers</b>                   Currently maintained lists and registers only</p>	<p>(hard copy or website;                  some information may</p>

<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)                  Assets Register</p>	<p>only be available by inspection)</p> <p>Hard copy                      Free</p>
<p>Register of members' interests</p>	<p>Hard copy &amp; website              Free</p>
<p><b>Class 7 – The services we offer</b>                  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> <p>Allotments</p> <p>Burial grounds regulations                  Community centres and village halls                  Parks, playing fields and recreational facilities</p>	<p>(hard copy or website; some information may only be available by inspection)</p> <p>Website, noticeboards &amp; hard copy              Free</p> <p>Website &amp; hard copy              Free</p> <p>Website                              Free</p> <p>Website                              Free</p>
<p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>	<p>Hard copy</p>

<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Crisis management & Risk assessment	Hard copy & website	Free
Community Engagement Policy	Hard copy & website	free

**Contact details:** Sally Diaz, Clerk to the Council [clerk@churchillpc.org.uk](mailto:clerk@churchillpc.org.uk)  
 17 Sealey Close, Draycott, Cheddar, Somerset BS27 3UA

#### SCHEDULE OF CHARGES

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

<b><i>TYPE OF CHARGE</i></b>	<b><i>DESCRIPTION</i></b>	<b><i>BASIS OF CHARGE</i></b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white) only charged on more than 10 sheets	Actual cost *
	Photocopying @ 40 p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

<b>Statutory Fee</b>	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	

\* the actual cost incurred by the public authority

**Chairman** .....*Cllr Mrs J Bush*...

**Date**.....*6.09.21*.....