

## Information available from Charlcombe Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b>		
List of Council members and their responsibilities as well a list of Council Committees  Details of any representation on local public bodies	Website	
Postal and email address  Contact details for Parish Clerk and Council members  Where possible, provide named contacts including contact phone numbers and email addresses	Website  Noticeboards	
Location of main Council office and accessibility details	Not Held	
Staffing structure	Website	
<b>Class 2 – What we spend and how we spend it</b>		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	
Finalised budget	Hardcopy from the Clerk	See Schedule of Charges
Precept	Hardcopy from the Clerk	See Schedule of Charges

Borrowing Approval letter	Not Held	
All items of expenditure above £100	Website	
Financial Standing Orders and Regulations	Website	
Grants given and received	Hardcopy from the Clerk	See Schedule of Charges
List of current contracts awarded and value of contract	Not Held	
Members' allowances and expenses	Not Held	
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual governance statement in format included in the Annual Return form	Website	
Parish Plan	Not Held	
Annual Report to Parish Meeting	Website	
Quality status	Not Held	
Local charters drawn up in accordance with DLUHC's guidelines	Not Held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not Held	
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council and any sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website	

Minutes of meetings (as above) – excludes material that is properly considered to be exempt from disclosure	Website	
Reports presented to council meetings – excludes material that is properly considered to be exempt from disclosure	Hardcopy from the Clerk	See Schedule of Charges
Responses to consultation papers (where in document format, excludes online responses)	Hardcopy from the Clerk	See Schedule of Charges
Responses to planning applications	Available on the B&NES Planning Portal	
Bye-laws	Not Held	
<b>Class 5 – Our policies and procedures</b>		
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	<p>Website Hardcopy from the Clerk Website</p> <p>Website Website</p>	See Schedule of Charges
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<p>Hardcopy from the Clerk Not Held Not Held Not Held</p> <p>Website</p> <p>Not Held</p>	See Schedule of Charges
Records management, personal data and access to information policies	Website	
Include information security policies, records	Website	

retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies		
<b>Class 6 – Lists and Registers</b>		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Inspection via the Clerk	
Assets register, including details of public land and building assets	Hardcopy from the Clerk	See Schedule of Charges
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Inspection via the Clerk	
Register of members' interests	Website	
Register of gifts and hospitality	Inspection via the Clerk	
<b>Class 7 – The services we offer</b>		
Allotments	Not Applicable	
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)		

<p><b>Additional Information</b></p> <p>Parish Council Notice Boards</p>	<p>Charlcombe: Charlcombe Lane on wall of the Old Rectory</p> <p>Woolley: At the top of Church Street</p> <p>Langridge: Langridge Lane, Upper Langridge next to the post box</p> <p>Lansdown: Charlcombe Inn Car Park (on wall)</p> <p>Upper Weston: Within grounds of Weston Free Church at top of Weston High Street</p>	
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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 @ 15.p per sheet (black & white)	Estimated cost
	Photocopying @ 30.p per sheet (colour)	Estimated cost
	Postage	Actual cost of Royal Mail 2 <sup>nd</sup> class

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