



Oldbury on Severn Parish Council

Information available from Oldbury on Severn Parish Council under the Model Publication Scheme

Contact Details: Oldbury on Severn Parish Council Clerk

Name: Emma Pattullo

Address: Meadowside
New Road
Rangeworthy
Bristol
BS37 7QH

Telephone: 01454 228116

Email: oldburyonsevernpc@gmail.com

Website: www.oldburyonsevern.org.uk

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED (inspection, hard copy and/or website)	COST (Schedule of charges detailed at the end of this document)
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website Hard Copy via Clerk	Free £1 then 10p per sheet b&w/15p per sheet (colour)

Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy via Clerk	Free £1 then 10p per sheet b&w/15p per sheet (colour)
Location of Main Council Office and Accessibility Details	Website Hard Copy via Clerk	Free £1 then 10p per sheet b&w/15p per sheet (colour)
Staffing Structure	One Employee - Clerk – no further details published	

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)

Annual Return Form and Report by Auditor	Hard Copy via Clerk	£1 then 10p per sheet b&w/15p per sheet (colour)
Finalised Budget	Hard Copy via Clerk	£1 then 10p per sheet b&w/15p per sheet (colour)
Precept	Hard Copy via Clerk	£1 then 10p per sheet b&w/15p per sheet (colour)
Borrowing Approval Letter	N/A	
Financial Regulations	Website Hard Copy via Clerk	Free £1 then 10p per sheet b&w/15p per sheet (colour)
Grants Given and Received	Hard Copy via Clerk	£1 then 10p per sheet b&w/15p per sheet (colour)
List of Current Contracts Awarded and Value of Contract	Hard Copy via Clerk	£1 then 10p per sheet b&w/15p per sheet (colour)
Members' Allowances and Expenses	Hard Copy via Clerk	£1 then 10p per sheet b&w/15p per sheet (colour)

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

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

Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard Copy via Clerk	Free £1 then 10p per sheet b&w/15p per sheet (colour)
Quality Status	N/A	
Local Charters drawn up in accordance with DCLG guidelines	N/A	

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy via Clerk	Free £1 then 10p per sheet b&w/15p per sheet (colour)
Agendas of meetings (as above)	Website Hard Copy via Clerk	Free £1 then 10p per sheet b&w/15p per sheet (colour)
Minutes of meetings (as above) - NB this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy via Clerk	Free £1 then 10p per sheet b&w/15p per sheet (colour)
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy via Clerk	£1 then 10p per sheet b&w/15p per sheet (colour)

Responses to consultation papers	Hard Copy via Clerk	£1 then 10p per sheet b&w/15p per sheet (colour)
Responses to planning applications	Hard Copy via Clerk South Gloucestershire Council Online Planning Portal: <i>http://www.southglos.gov.uk/environment-and-planning/search-planning-applications/</i>	Free Free
Bye-laws	N/A	

Class 5 – Our policies and procedures

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

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural Standing Orders Committee and Sub-Committee Terms of Reference Delegated Authority in Respect of Officers Code of Conduct Policy Statements</p>	<p>Contact the Clerk with Specific Requests for any Polices</p> <p>Standing Orders - Website</p>	<p>£1 then 10p per sheet b&w/15p per sheet (colour)</p> <p>Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal Policies relating to the Delivery of Services Equality and Diversity Policy Health and Safety Policy Recruitment Policies (including current vacancies) Policies and Procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Contact the Clerk with Specific Requests for any Polices</p>	<p>£1 then 10p per sheet b&w/15p per sheet (colour)</p>

Information Security Policy	N/A	
Records Management Policies (records retention, destruction and archive)	N/A	
Data Protection Policies	N/A	
Schedule of Charges (for the publication of information)	Within this document	

Class 6 – Lists and Registers

Currently maintained lists and registers only

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy via Clerk	£1 then 10p per sheet b&w/15p per sheet (colour)
Assets Register	Hard Copy via Clerk	£1 then 10p per sheet b&w/15p per sheet (colour)
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish)	N/A	
Register of Members' Interests	Hard Copy via Clerk	£1 then 10p per sheet b&w/15p per sheet (colour)
Register of Gifts and Hospitality	Hard Copy via Clerk	£1 then 10p per sheet b&w/15p per sheet (colour)

Class 7 – The services we offer

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

Allotments	None	
Burial Grounds and Closed Churchyards	None managed by PC	
Community Centres and Village Halls	Website	Free
Parks, Playing Fields and Recreational Facilities	Website	Free
Seating, Litter Bins, Clocks, Memorials and Lighting	Contact Clerk	
Bus Shelters	Contact Clerk	
Markets	None	
Public Conveniences	None	
Agency Agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	

SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Printing or photocopying @ £1.00 first sheet then 10p per sheet (black & white)	Actual cost of stationary & ink, administration time
	Printing or photocopying @ £1.00 first sheet then 15p per sheet (colour)	Actual cost of stationary & ink, administration time
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

All printing/copying will be provided in black and white unless specifically requested in colour or if significant information would be lost if not in colour.