

Publication Scheme

This document sets out the information available about the Parish Council and how you can obtain a copy of it.

Information to be published	How the information can be obtained	Cost
WHO WE ARE AND WHAT WE DO		
Who's who on the Council and its Committees	Website Hard copy Notice board	Free Charge Free
Contact details for Parish Clerk and Council members	Website Hard copy Notice board	Free Charge Free
Location of Parish Files and accessibility details – via written request to the Clerk	In writing	
WHAT WE SPEND AND HOW WE SPEND IT		
Annual return form and report by auditor	Hard copy Notice board	Charge Free
Finalised budget and precept	Hard copy Website	Charge Free
Financial Standing Orders and Regulations	Hard copy Website	Charge Free
Grants given and received	Hard copy	Charge
List of current contracts awarded and value of contract	Hard copy	Charge

WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING	How the information can be obtained	Cost
Annual Report to Parish Meeting	Hard copy	Free

HOW WE MAKE DECISIONS		
Timetable of meetings (Council and Committee meetings and Parish meetings)	Website Hard copy Notice board	Free Charge Free
Agendas for meetings	Website Hard copy Notice board	Free Charge Free
Minutes of meetings (other than confidential items)	Website Hard copy	Free Charge
Reports presented to meetings (other than confidential items)	Hard copy	Charge
Responses to consultation papers	Hard copy	Charge
Responses to planning applications	Somerset Website Hard copy	Free Charge

OUR POLICIES AND PROCEDURES	How the information can be obtained	Cost
Policies and procedures for the conduct of council business: Standing orders Committee terms of reference Model Code of Conduct for Town and Parish Councils Complaints procedure	Website Hard copy Website Website	Free Charge Free Free
Policies and procedures for the provision of services and about the employment of staff	Hard copy	Charge

LISTS AND REGISTERS		
Any publicly available register or list	View	Free
Asset Register	Hard copy	Charge
Register of members' interests	View	Free
Register of gifts and hospitality	View	Free

THE SERVICES WE OFFER		
Parks, playing fields and recreational facilities	Contact Clerk	Free
Seating, litter bins, memorials	Contact Clerk	Free
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	Charge

CONTACT DETAILS FOR PARISH CLERK

Phone: 07859911204

Email: clerk@thecharltonsparishcouncil.gov.uk

By letter:

5 Maple View
Kewstoke
Weston-super-Mare
BS22 9XQ

CHARGES

Where a charge is levied for a hard document, this will be on the basis of 10p per sheet for black and white and 20p per sheet for colour copies. Any postage costs will be charged at actual cost.