

**Information available from Norton St Philip Parish Council  
under the model publication scheme**

November 2010

Information to be published	How the information can be obtained	Cost
Who's who on the Council and its Committees	Website Printed copy	Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Printed copy - contact clerk	Free 10p per sheet
Location of main Council office and accessibility details	Website Printed copy – contact clerk	Free 10p per sheet
Staffing structure	Website Printed copy – contact clerk	Free 10p per sheet
<p><b>What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year:</p>		
Annual return form and report by auditor	hard copy – contact Clerk	10p per sheet
Finalised budget	Website Printed copy – contact clerk	Free 10p per sheet
Precept	Website Printed copy – contact clerk	Free 10p per sheet
Financial Standing Orders and Regulations	Website	Free

	Printed copy – contact clerk	10p per sheet
Grants given and received	Website Printed copy – contact clerk	Free 10p per sheet
List of current contracts awarded and value of contract, if any	Website Printed copy – contact clerk	Free 10p per sheet
Members' allowances and expenses, if any	Website Printed copy – contact clerk	Free 10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan	Printed booklet – contact clerk	free
Annual Report to Parish or Community Meeting, current and previous years	Website Printed copy – contact clerk	Free 10p per sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Printed copy contact clerk	Free 10p per sheet
Agendas of meetings (as above)	Website Printed copy contact clerk	Free 10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Printed copy contact clerk	Free 10p per sheet
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Website Printed copy contact clerk	Free 10p per sheet
Responses to planning applications	Website Printed copy contact clerk	Free 10p per sheet

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Procedural standing orders Committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	All Website All Printed copy - contact clerk	All Free All 10p per sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Printed copy contact clerk	Free 10p per sheet
Schedule of charges ) for the publication of information)	Website Printed copy – contact clerk	Free 10p per sheet
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers		
Assets Register	Website Printed copy contact clerk	Free 10p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Website Printed copy contact clerk	Free 10p per sheet
Register of members’ interests	Website Printed copy contact clerk	Free 10p per sheet
Register of gifts and hospitality	Website	Free

	Printed copy contact clerk	10p per sheet
<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)	(hard copy or website; some information may only be available by inspection)	Free 10p per sheet
Village (Palairt) Hall – managed by separate committee		
Church Mead (recreation ground) – managed by separate committee		
Seating, litter bins, clocks, memorials and lighting	Website Printed copy contact clerk	Free 10p per sheet

**Contact details:**

Parish Clerk: Mr Robin Campbell, 4 Monmouth Paddock, Norton St Philip, Bath BA2 7LA  
Phone and fax 01373 834900 email robinclerks@gmail.com

**SCHEDULE OF CHARGES**

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10.p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation