

Information available from Yeovil Without Parish Council under the model publication scheme

| Information to be published | How the information can be obtained | Cost |
|---|-------------------------------------|--|
| <p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> | (hard copy and/or website) | |
| Who's who on the Council and its Committees | Website Noticeboard Hard Copy | Free Free 10p per sheet plus postage |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website Noticeboard Hard Copy | Free Free 10p per sheet plus postage |
| Location of main Council office and accessibility details | Contact Clerk | |
| Staffing structure | None | |
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| 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) Current and previous financial year as a minimum | (hard copy and/or website) | |
| Annual return form and report by auditor | Hard Copy | 10p per sheet plus postage |
| Finalised budget | Website Hard Copy | Free 10p per sheet plus postage |
| Precept | Website Hard Copy | Free 10p per sheet plus postage |
| Borrowing Approval letter | None | |
| Financial Standing Orders and Regulations | Hard Copy | 10p per sheet plus postage |
| Grants given and received | Website (within minutes) Hard Copy | Free 10p per sheet plus postage |
| List of current contracts awarded and value of contract | None | |
| Members' allowances and expenses | None | |
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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website) | |
| Parish Plan (current and previous year as a minimum) | None | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website Hard Copy | Free 10p per sheet plus postage |

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| Quality status | None | |
| Local charters drawn up in accordance with DCLG guidelines | None | |
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| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | (hard copy or website) | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website Noticeboard Hard Copy | Free Free 10p per sheet plus postage |
| Agendas of meetings (as above) | Website Noticeboard Hard Copy | Free Free 10p per sheet plus postage |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Website Hard Copy | Free 10p per sheet plus postage |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Website Hard Copy | Free 10p per sheet plus postage |
| Responses to consultation papers | Hard Copy | 10p per sheet plus postage |
| Responses to planning applications | Website Hard Copy | Free 10p per sheet plus postage |
| Bye-laws | None | |
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| <p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> | (hard copy or website) | |
| <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> | Contact the Clerk with specific request for any policies | 10p per sheet plus postage |
| <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> | Contact the Clerk with specific request for any policies | 10p per sheet plus postage |
| Information security policy | None | |
| Records management policies (records retention, destruction and archive) | Hard Copy | 10 per sheet plus postage |
| Data protection policies | ICO Website | |
| Schedule of charges (for the publication of information) | Details attached | |
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| Class 6 – Lists and Registers Currently maintained lists and registers only | (hard copy or website; some information may only be available by inspection) | |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | None | |
| Assets Register | Hard Copy | 10p per sheet plus postage |
| 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) | None | |
| Register of members' interests | Hard Copy | 10p per sheet plus postage |
| Register of gifts and hospitality | None | |
| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only | (hard copy or website; some information may only be available by inspection) | |
| Allotments | Hard Copy | 10p per sheet plus postage |
| Burial grounds and closed churchyards | None | |
| Cemetery and Crematorium | Yeovil Town Council Website | |
| Community centres and village halls | None | |
| Parks, playing fields and recreational facilities | Hard Copy | 10p per sheet plus postage |
| Seating, litter bins, clocks, memorials and lighting | Hard Copy | 10p per sheet plus postage |

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| Bus shelters | Hard Copy | 10p per sheet plus postage |
| 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 | |
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| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
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**Contact details:
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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.

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|---------------------------------------|--|
| Disbursement cost | 10p per sheet (black & white) | Actual cost of stationery, & printing |
| | Photocopying @ ..p per sheet (colour) | Not available |
| | | |
| | | Actual cost of Royal Mail standard 2 nd class |
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| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
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| Other | | |
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* the actual cost incurred by the public authority

