

**Guide to Information available from Bourton on the Water Parish Council
under the Publication Scheme**

1st April 2019 onwards – updated and adopted 5th October 2022

Information to be published

How the information can be obtained

Class 1 - Who we are and what we do

(ie Organisational information, structure, location and contacts)

- a) Contact details for Council members and Parish Clerk
- b) Committee membership
- c) Location of main Council office and public opening times:
- d) Staffing structure:

Available on the website. Hard copy available on prior application to the office.

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The George Moore Community Centre
Moore Rd, Bourton on the Water, Glos GL54 2AZ
Tel: 01451 820712
E-Mail: clerk@bourtononthewater-pc.gov.uk

Public opening times:
Mon-Fri 9am-3.00pm. Available on the website and in hard copy on application to the office.

11 Councillors (to be 13 from May 2023)
1 full-time Clerk, 1 part-time Assistant, 1 part-time Finance Officer and 1 part-time Caretaker

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 and report by auditor:

Annual Return and External Auditor Report – Available on the website and hard copy available on prior application to the

Finalised Budget:

Council office. Previous years displayed on the website. Internal Auditor Report for the current year – available on the website or in hard copy on prior application to the office.

Precept:

Original –budget displayed on website. Monthly financial forecasts available as papers for each Council meeting, accessible via Dropbox link from the Agenda or hard copies available on prior application to the office.

Precept request – current year's request is available on the website. A hard copy of this or previous year's requests is available on prior application to the office

Standing Orders and Internal Financial Regulations:

Standing Orders and Financial Regulations – current year displayed on website; hard copy available on prior application to the office for current and previous year.

Grants given and received:

Schedule of all grants made and grant policy – Available on the website. A hard copy of current year available on prior application to the office.. Schedule of grants received available on prior application to the office.

List of current contracts awarded and value of contract.

A list of contracts awarded (in accordance with all internal financial controls) for the current year with a value in excess of £5kpa for goods or services will be displayed on the website and made available in hard copy on prior application to the office. A copy of tender contracts awarded and the schedule of bids is available in hard copy on prior application to the office.

Members' allowances and expenses

Not applicable

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)
Parish Plan

Not applicable

Annual Report to Parish Meeting:

Chairman's Report – Annual Parish Meeting minutes are available on the website. A hard copy of the minutes is available on prior application to the office for current and previous year. .

Quality Status

Not applicable

Local charters drawn up in accordance with DCLG guidelines

Not applicable.

Class 4 – How we make decisions (Decision making processes and records of decisions)

Timetable of meetings:

Timetable of Council, Annual Parish and all Committee meetings – available on the website or in hard copy on prior application to the office for current year.

Agendas of meetings:

Council, committee and Annual Parish Meeting agendas are displayed, once published, on Council website and on noticeboards. Available in hard copy on prior application to the office;

Minutes of meetings:

Council, committee and Annual Parish Meeting minutes – available on the website and a hard copy available on prior application to the office.

Minutes from previous years are displayed on the website and hard copies are available by application to the office.

Reports presented to Council meetings:

Current year available in Dropbox via hyperlinks from the agenda. Hard copies are available on prior application to the office.

Responses to consultation papers:

Current year available in soft copy on application via email or in hard copy on prior application to the office.

Responses to planning applications:

Minutes of Planning Committee meetings are displayed on the website. Hard copies are available on application to the office. All responses are available to view on Cotswold District Council's Planning Portal.

Bye-laws:

Existing bye-laws available in hard copy on prior application to the

office; also displayed on website and in some locations around the parish.

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)

Procedural Standing Orders (to include committee and sub-committee terms of reference and delegated authorities)

Available on the website and the current year available in hard copy on prior application to the office.

Code of Conduct:

Pursuant to s.27 of The Localism Act 2011 the Council has adopted the NALC recommended Code of Conduct – available on the website and hard copy available on prior application to the office.

Policy Statements:

Health and Safety Policy Statement is available on the website as part of the Health and Safety Policy

Policies and procedures for the provision of services and about the employment of staff:

Internal policies relating to the delivery of services:

Absence Management

ANPR Data Sharing

Data Protection & Archiving

Disciplinary

Equal Opportunities

Expenses

Grants

Grievances

Health & Safety

Holidays

Investments

Lone Working

Place of Safety

Protocol on the Filming & Recording of Parish Council & Committee Meetings

Scheme of Delegation

Smoking & Vaping

Tree Management

Risk Assessment and all policies are available on the website and the current year available in hard copy on prior application to the office.

The Council has adopted the Model Publication Scheme. Copy of Council Minutes adopting the scheme available in hard copy on prior application to the office for the current year, together with Minutes approving the most recent review. The Guide to Information Available to the Public under this Scheme for the current year is available on the website and in hard copy for the current year on prior application to the office,

Village Green Hire
Volunteers
Winter Weather

Class 6 – Lists and Registers

(Currently maintained lists and registers only)

Asset Register:

A copy of the Public Asset Register is displayed on the website. Full Asset Register is available in hard copy on prior application to the office for the current year.
Not applicable

Disclosure Log:

Register of Members' interests:

Redacted copies are available to view on Cotswold District Council's website via hyperlinks from our own website. Available in hard copy on prior application to the office; also available in hard copy from Cotswold District Council, who maintain the Register, on prior application.

Register of gifts and hospitality

Not applicable

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

Allotments:

Redacted allotment rent records are available for inspection at the office, by prior appointment.

Burial grounds and closed churchyards:

Burial Register is available for inspection at the office, by prior appointment.

Parks, playing fields and recreational facilities:

Title deeds for all land and property owned are held with local solicitors and are available on request with 2 weeks' notice to enable a request to be passed to the solicitor and a hard copy made.

Seating, litter bins, clocks, memorials and lighting

All property owned is listed in the Asset Register – hard copy available on prior application to the office for the current year

Bus shelters

Not applicable

Markets

Not applicable

Public conveniences

Not applicable

Agency agreements

Not applicable

Services for which the Council is entitled to receive a fee

Current Burial fee schedule is displayed on website and available in hard copy for existing and previous year on prior application to the office;

Redacted schedule of allotment tenants and rents is available for inspection at the office, by prior appointment.

Redacted

Tenancy agreements, and summary of rents received from commercial and residential tenants available from the office in hard copy on prior application.

Schedule of fees paid by groups hiring the Village Green available in hard copy on prior application to the office.

Summary of income generated from hire of public rooms available in hard copy on prior application to the office.

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	£6.00 for each ¼ hour of Clerk's time, or part thereof. Photocopying at £0.05 per sheet A4 b/w and £0.10 per sheet A4 colour	Actual cost in Clerk's time (based on an hourly rate of pay) and materials. Where a request involves accessing information held by solicitors, any charges made by solicitors will be passed on to the applicant requesting this information.
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Where relevant	In accordance with the relevant legislation.