

**Guide to Information available from Bourton on the Water Parish Council**  
**under the Model Publication Scheme**  
**1<sup>st</sup> April 2019 onwards**

**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:

Hard copy available on prior application to the office.

Available in hard copy on prior application to the office, and also displayed on web-site.

The George Moore Community Centre  
Moore Rd, Bourton on the Water, Glos GL54 2AZ  
Tel: 01451 820712  
E-Mail: [clerk@bourtononthewaterpc.org.uk](mailto:clerk@bourtononthewaterpc.org.uk)  
Public opening times:  
Mon-Fri 9am-3.00pm. Available in hard copy on application to the office and on web-site.

11 Councillors  
1 full-time Clerk, 1 part-time Assistant, 1 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 – hard copy available on prior application to the Council office (current and previous

	<p>year) and also displayed on web-site.          Independent Internal Auditor Report for the current year – available in hard copy, on prior application to the office.</p>
<p><u>Finalised Budget:</u></p>	<p>Original –budget displayed on web-site. Hard copy of monthly financial forecasts available on prior application to the office.</p>
<p><u>Precept:</u></p>	<p>Precept request – hard copy of request form available on prior application to the office for current and previous year. Precept for current year displayed on web-site.</p>
<p><u>Standing Orders and Internal Financial Regulations:</u></p>	<p>Standing Orders and Internal Financial Regulations – current year displayed on web-site; hard copy available on prior application to the office for current and previous year.</p>
<p><u>Grants given and received:</u></p>	<p>Schedule of all grants made and grant policy – hard copy of current year available on prior application to the office - also displayed on web-site. Schedule of grants received available on prior application to the office.</p>
<p><u>List of current contracts awarded and value of contract.</u></p>	<p>A list of contracts awarded (in accordance with internal financial controls) for the current year with a value in excess of £5kpa for goods or services will be displayed on the web-site 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.</p>
<p><u>Members' allowances and expenses</u></p>	<p>Not applicable</p>
<p><b><u>Class 3 – What our priorities are and how we are doing</u></b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	
<p><u>Parish Plan</u></p>	<p>Not applicable</p>

Annual Report to Parish Meeting:

Chairman's Report – hard copy available on prior application to the office for current and previous year. Current year's report also displayed on web-site.

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 in hard copy on prior application to the office for current year; also displayed on web-site.

Agendas of meetings:

Council and Annual Parish Meeting and agendas displayed, once published, on Council web-site and in hard copy on prior application to the office; Council and Annual Parish Meeting Agendas are displayed in advance on Parish Council notice-board in accordance with legislative requirements.

Minutes of meetings:

Council & Annual Parish Meeting minutes - hard copy available on prior application to the office and displayed on web-site, once published;  
Council minutes for current year available on prior application to the office and displayed on web-site.  
Committee minutes – latest minutes displayed on web-site.  
Previous minutes available on prior application to the office.

Reports presented to Council meetings:

Current year available in hard copy on prior application to the office.

Responses to consultation papers:

Current year available in hard copy on prior application to the office.

Responses to planning applications:

Available in hard copy for past 6 months on prior application to the office; last 6 months' minutes also displayed on web-site.

Bye-laws:

Existing bye-laws available in hard copy on prior application to the office; also displayed on web-site.

**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)

Current year available in hard copy on prior application to the office, and displayed on web-site.

Code of Conduct:

Pursuant to s.27 of The Localism Act 2011 the Council has adopted the NALC recommended Code of Conduct – hard copy available on prior application to the office, and also displayed on the web-site.

Policy Statements:

Not applicable

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

Grievances

Health & Safety

Holidays

Investments

Lone Working

Place of Safety

Reporting at Meetings

Risk Assessment and all policies - 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 is available in hard copy for the current year on prior application to the office, and also displayed on the web-site

Scheme of Delegation  
Smoking at Work  
Tree Management  
Village Green Hire  
Volunteers  
Winter Weather

### **Class 6 – Lists and Registers**

(Currently maintained lists and registers only)

#### Assets Register:

Available in hard copy on prior application to the office for the current year. A copy of the Public Asset Register is also displayed on the web-site.

#### Disclosure Log:

Not applicable

#### Register of Members' interests:

Redacted copies displayed on the Council's web-site and 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:

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 week's 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

Burial fee schedule is available in hard copy for existing and previous year on prior application to the office; current Burial fee schedule also displayed on web-site.  
 Schedule of allotment tenants and rents is available for inspection at the office, by prior appointment.  
 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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	£4.00 for each ¼ hour of Clerk's time, or part thereof. Photocopying at £0.10 per sheet	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 <sup>nd</sup> class
<b>Statutory Fee</b>	Where relevant	In accordance with the relevant legislation.