

Bathampton Parish Council

Publication Scheme

Information available from Bathampton Parish Council under the model publication scheme, issued by the Information Commissioner's Office (ICO), in accordance with the Freedom of Information Act 2000 (FOIA).

Bathampton Parish Council are committed to ensuring that information is available and transparent in accordance with the Local Government Transparency Code 2015.

Information published	How the information can be obtained
Class 1 - Who we are and what we do. Organisational information, structures, locations, and contacts. Current information only.	
Who's who on the council and it's committees.	Website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address.	Website
Location of main Council office and accessibility details.	N/A
Staffing structure	Hard Copy
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.	
Annual return form and report by auditor.	Website, Hard Copy.
Finalised budget	Hard Copy.
Precept	Hard Copy.
Borrowing Approval letter	N/A
All items of expenditure above £100	Hard Copy
Financial Standing Orders and Regulations	Website, Hard Copy.
Grants given and received	Hard Copy.
List of current contracts awarded and value of contract.	Hard Copy.

Members' allowances and expenses	Hard Copy.
Class 3 – What our priorities are and how we are doing. Strategies and plans, performance indicators, audits, inspections, and reviews. Current and previous year as a minimum	
Annual governance statement in format included in the Annual Return form.	Website, Hard Copy.
Parish Plan	N/A
Annual Report to Parish or Community Meeting	Details on request
Quality status	N/A
Local charters drawn up in accordance with DLUHC's guidelines.	N/A
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.	N/A
Class 4 – How we make decisions. Decision making processes and records of decisions. Current and previous council year as a minimum.	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings).	Website
Agendas of meetings (as above)	Website, Hard Copy, Noticeboards
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure.	Website, Hard Copy
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard Copy
Responses to consultation papers	Hard Copy
Responses to planning applications	Hard Copy / BANES website
Bye-laws	N/A
Class 5 – Our policies and procedures Current written protocols, policies, and procedures for delivering our services and responsibilities. Current information only.	
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers 	Website, Hard Copy

<ul style="list-style-type: none"> • Code of Conduct • Policy statements 	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services. • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme). 	Website, Hard Copy
Information Security Policy	N/A
Data Protection Policies	Website, Hard Copy
Schedule of charges	Contained in this policy
Records Management policies (records retention, destruction and archive)	N/A
Class 6 – Lists and Registers Currently maintained lists and registers only.	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	
Assets register, including details of public land and building assets.	Website, Hard Copy
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice.	Details on request
Register of members' interests	Website, Hard Copy
Register of gifts and hospitality	Website, Hard Copy
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	Details on request
Burial grounds and closed churchyards	N/A
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	Details on request

Seating, litter bins, clocks, memorials and lighting	Details on request
Bus shelters	N/A
Markets	N/A
Public conveniences	N/A
Agency agreements	N/A
Services for which we are entitled to recover a fee and details of those fees (eg burial fees).	N/A
Additional Information	
Information not itemised in the lists above.	

Contact Details: Parish Clerk, Bathampton Parish Council
Email: bathamptonparishclerk@gmail.com
Website: www.bathamptonparishcouncil.org.uk

Schedule of charges

Photocopying: 20p per sheet (Black and White)
Postage: Actual cost of Royal Mail 2nd Class post
Both costs payable in advance.
Website: Free

Request for information

Anyone can request information in writing or by email.

The request must include details of the applicant's address and the information sought.

Requests for information should be addressed to:
Liz Daly, Clerk to Bathampton Parish Council
69 Holcombe Close, Bathampton, BA2 6UP.