

Information available fromChapel Allerton. Parish Council under the model publication scheme

Information to be published	How the information can be obtained
Class1 - Who we are and what we do This will be current information only	
Who's who on the Council and its Committees	Hard Copy Website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website Noticeboards Hard copy
Location of main Council office and accessibility details	Website Hard Copy Noticeboards

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 Noticeboards (June-July) Website .
Annual return form and report by auditor	Hard copy
Finalised budget	Hard copy
Precept	Hard copy Website (in minutes)
Financial Standing Orders and Regulations	Hard copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website Hard Copy
Timetable of meetings	Website
Agendas of meetings	Website Hard Copy Noticeboards
Minutes of meetings – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy
Reports presented to council meetings	Hard Copy
Responses to consultation papers	Website (in minutes) Hard Copy
Responses to planning applications	Website (in minutes)

	Hard Copy
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct Policy statements	Hard copy
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)
Assets Register	Hard Copy Website
Register of members' interests	On Somerset County Council website Hard Copy
Register of gifts and hospitality	Hard copy

SCHEDULE OF CHARGES

For any copying and sending to be carried out

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 50p per sheet (black & white)	
	Postage	Actual cost of Royal Mail standard 2 nd class

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