



## EMERSONS GREEN TOWN COUNCIL

### PUBLICATION SCHEME

INFORMATION PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
<b>Class1 - Who we are and what we do</b> <i>(Organisational information, structures, locations and contacts)</i>	
Who's who on the Council and its Committees	Website or hard copy on request
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or hard copy on request
Location of main Council office and accessibility details	Website or hard copy on request
Staffing structure	Website or hard copy on request
<b>Class 2 – What we spend and how we spend it</b> <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> <i>Current and previous financial year as a minimum</i>	
Annual return form and report by auditor	Website or hard copy on request
Finalised budget	Website or hard copy on request
Precept	Website or hard copy on request
Borrowing Approval letter	n/a
Financial Standing Orders and Regulations	Website or hard copy on request
Grants given and received	Website or hard copy on request
List of current contracts awarded and value of contract	By email or post on request
Members' allowances and expenses	Website or email on request
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	
Parish Plan (current and previous year as a minimum)	Website or hard copy on request
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	n/a
Quality status	n/a
Local charters drawn up in accordance with DCLG guidelines	n/a
<b>Class 4 – How we make decisions</b> <i>(Decision making processes and records of decisions)</i> <i>Current and previous council year as a minimum</i>	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website or hard copy on request
Agendas of meetings (as above)	Website or hard copy on request
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website or hard copy on request
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	By email or post on request
Responses to consultation papers	By email or post on request
Responses to planning applications	Website (Planning Committee minutes) or hard copy on request
Bye-laws	By email or post on request

INFORMATION PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
<b>Class 5 – Our policies and procedures</b> <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i> <i>Current information only</i>	
<i>Policies and procedures for the conduct of council business:</i> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website or hard copy on request Website or hard copy on request Website or hard copy on request Website or hard copy on request By email or hard copy on request
<i>Policies and procedures for the provision of services and about the employment of staff:</i> Internal instructions to staff and 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)	Website or hard copy on request Website or hard copy on request Website or hard copy on request Website or hard copy on request Website or hard copy on request Website or hard copy on request Website or hard copy on request
Information security policy	Website or hard copy on request
Records management policies (records retention, destruction and archive)	By email or hard copy on request
Data protection policies	Website or hard copy on request
Schedule of charges (for the publication of information)	On this document
<b>Class 6 – Lists and Registers</b> <i>Currently maintained lists and registers only</i>	
Any publicly available register or list	n/a
Assets register	By email or hard copy on request
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)	By email or hard copy on request (subject to data protection/privacy)
Register of members' interests	Website or hard copy on request (link to South Glos Website)
Register of gifts and hospitality	By email or hard copy on request
<b>Class 7 – The services we offer</b> <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i> <i>Current information only</i>	
Allotments	Website or by email on request
Parks, playing fields and recreational facilities	Website or by email on request
Seating, litter bins, clocks, memorials and lighting	By email or post on request
Bus shelters	By email or post on request

**Contact details:** Town Clerk, Emersons Green Town Council, Westerleigh Road, Emersons Green, BS16 7AN  
Tel: 0117 3026989  
[clerk@emersonsgreen-tc.gov.uk](mailto:clerk@emersonsgreen-tc.gov.uk)

## SCHEDULE OF CHARGES

The Town Council reserves the right to charge for the provision of the information above as follows. Any costs will be notified upfront on request of information:

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ actual cost per sheet (black & white, or colour where appropriate)	Actual cost*
	Photocopying @ ..p per sheet (colour)	Actual cost*
	Postage	Actual cost* of Royal Mail standard 1 <sup>st</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (details to be provided in advance where relevant)
<b>Other</b>	Where the volume, or detail of the information requested involves significant resource in collating and processing, charges may be made for staff costs incurred.	Based on actual cost* of staffing to be incurred, rounded up to the nearest 15 minutes. This will be communicated in advance where relevant.

\* the actual cost incurred by the Town Council