

## Brent Knoll Parish Council - Publication Scheme

**This document sets out the information available about the Parish Council.**

**Costs are detailed below.**

Information to be published	Information source	Cost
<b>Who we are and what we do</b> (current information only)		
Who's who on the Council and its Committees	Website Newsletter	Free Free
Contact details for Parish Clerk and Council members	Website Newsletter	Free Free
<b>What we spend and how we spend it</b>		
Annual Return form and report by auditor (AGAR)	Website Hard copy	Free Charge
Finalised budget and precept	Hard copy Website	Charge Free
Financial Standing Orders and Regulations	Hard copy Website	Charge Free
Grants given and received	Hard copy Website	Charge Free
List of current contracts awarded and value of contract	Apply to Parish Clerk	
<b>What our priorities are and how we are doing</b>		
Parish Plan (not currently available)	Hard copy Website	Charge Free
Annual Report to Parish Meeting (Not produced in 2020)	Hard copy	Free
<b>How we make decisions</b>		
Timetable of meetings (Council/Committee/Parish meetings)	Website	Free
Agendas for meetings	Website Notice board Email	Free Free Free
By request		
Minutes of meetings (non-confidential items)	Website E-Mail	Free Free
Reports presented to meetings (non-confidential items) By request	Website E-Mail	Free
Responses to consultation papers	Minutes - Website	Free
Responses to planning applications	North Somerset Council Website Minutes - Website	Free Free
<b>Our policies and procedures</b> (current information only)		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Standing orders</li> <li>• Committee terms of reference ( if any)</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy Statements</li> </ul>	Website Hard copy Email	Free Charge Free

<b>List and Registers</b>		
Asset Register	Website Hard copy	Charge
Disclosure log	Apply to Parish Clerk	
Register of members' interests	Website	Free
Register of gifts and hospitality	Apply to Parish Clerk	
<b>The services we offer</b> (current information only)		
Allotments	Apply to Parish Clerk	
Open Churchyard	Parochial Church Council	
Parish Hall	Hall Management Committee	
Parks, playing fields and recreational facilities	Apply to Parish Clerk	
Seating, litter bins, memorials	Apply to Parish Clerk	
Bus shelters	Apply to Parish Clerk	
Public Conveniences	Apply to Parish Clerk	
Street lighting	Apply to Parish Clerk	

<b>Schedule of Charges</b>		
Photocopying – black and white (based on actual cost)	10p per sheet	
Photocopying – colour (based on actual cost)	20p per sheet	
Postage – 2 <sup>nd</sup> class Royal Mail as standard, other on request.	As requested	
Statutory fees	If required	

<b>Contact Details</b>		
Parish Clerk Owen J Cullwick <a href="mailto:clerk@brentknollpc.co.uk">clerk@brentknollpc.co.uk</a>	<b>4,Lockyers Field</b>  <b>T: 07917 445215</b>	<b>North Curry</b> <b>Somerset TA3 6FB</b>