

## Information available from Aust Parish Council

<i>Information to be published</i>	<i>How the information can be obtained</i>	<i>Cost</i>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Member information & committee structures	Website Hard copy	Free Free
Contact details	Website Hard copy	Free Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure and financial audit) Current and previous financial year as a minimum.		
Precept	Website – meeting minutes Hard copy	Free 12p per sheet
In-year financial information, including payments made	Website – meeting minutes Hard copy	Free 12p per sheet
Annual Governance and Accountability Return	Website Hard copy	Free 12p per sheet
Auditor’s annual report	Website Hard copy	Free 12p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Minutes of council meetings	Website – meeting minutes Hard copy	Free 12p per sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Agendas of meetings (Council and Committees)	Website Hard copy	Free 12p per sheet
Minutes of meetings (as above) – NB. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 12p per sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of business by the Parish Meeting: Standing orders Financial regulations Code of Conduct	Website Hard copy	Free 12 per sheet
Schedule of Charges for publication of information – at the bottom of this document	Website Hard copy	Free 12p per sheet
<b>Class 6 – Lists and Registers</b>		

<i>Information to be published</i>	<i>How the information can be obtained</i>	<i>Cost</i>
(Currently maintained lists and registers only)		
Risk register	Via email Hard copy	Free 12p per sheet
Register of Members Interests	South Gloucestershire Council Website	Free
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Details of services provided by the Parish Council	N/A	
Services for which the parish is entitled to recover a fee, together with those fees	N/A	

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**Schedule of charges:**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	Photocopying	Actual cost of time & materials
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

*Version: 1.1*

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*Review due: January 2023*