

Information available from Aust Parish Council

<i>Information to be published</i>	<i>How the information can be obtained</i>	<i>Cost</i>
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Member information & committee structures	Website Hard copy	Free Free
Contact details	Website Hard copy	Free Free
Class 2 – What we spend and how we spend it (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
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Minutes of council meetings	Website – meeting minutes Hard copy	Free 12p per sheet
Class 4 – How we make decisions (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
Class 5 – Our policies and procedures (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
Class 6 – Lists and Registers		

<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
Class 7 – The services we offer (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	

Contact:

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Schedule of charges:

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

Change register:

Version	Adopted by council	Minute ref.	Key changes	Next review due
1.1	12/01/2019	APC2021-01-7.2	First adoption	
1.1	10/01/2023	APC2023-01-7.2	No change	January 2025