

## INFORMATION AVAILABLE FROM DOWNEND & BROMLEY HEATH PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
<b>Class 1 – who we are and what we do</b>		
Who's who on the Council and its Committees	Website/hard copy contact Clerk	Documents are
Contact details for Parish Clerk and Council members	Website/hard copy contact Clerk	free to
Location of main Council office and accessibility details	Website/hard copy contact Clerk	download.
Staffing structure	Website/hard copy contact Clerk	Hard copies
		will incur a
<b>Class 2 – what we spend and how we spend it</b>		charge
Annual return form and report by auditor	Hard copy contact Clerk	per sheet
Finalised budget	Hard copy contact Clerk	plus postage
Precept	Hard copy contact Clerk	(See Schedule
Borrowing Approval Letter	Hard copy contact Clerk	of Charges)
Financial Standing Orders and Regulations	Website/hard copy contact Clerk	
Grants given and received	Hard copy contact Clerk	
List of current contracts awarded and value of contract	Hard copy contact Clerk	
Members allowances and expenses	Hard copy contact Clerk	
<b>Class 3 – what our priorities are and how we are doing</b>		
Community Led Plan/Parish Plan	Contact Clerk for Steering Group details	
Annual Report to Parish or Community Meeting	Hard copy contact Clerk	
Quality Status	N/A to this Council	
Local charters drawn up in accordance with DCLG guidelines	N/A to this Council	
<b>Class 4 – how we make decisions</b>		
Timetable of meetings	Website/hard copy contact Clerk	
Agenda of meetings	Website/hard copy contact Clerk	

Minutes of meetings	Website/hard copy contact Clerk	
Reports presented to council meetings	Hard copy contact Clerk	
Responses to consultation papers	Hard copy contact Clerk	
Responses to planning applications	Hard copy contact Clerk or visit South Glos. Council website	
Bye-laws	N/A to this Council	
<b>Class 5 – our policies and procedures</b>		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website/hard copy contact Clerk Hard copy contact Clerk N/A to this Council Website/hard copy contact Clerk Website/hard copy contact Clerk	
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and Diversity Policy</li> <li>• Health and Safety Policy</li> <li>• Recruitment Policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures</li> <li>• Information security policy</li> <li>• Records management policies (record retention, destruction and archive)</li> <li>• Data Protection Policies</li> <li>• Schedule of charges (for the publication of information)</li> </ul>	N/A to this Council Website/hard copy contact Clerk Website/hard copy contact Clerk Contact Clerk for information Website/hard copy contact Clerk Website/hard copy contact Clerk N/A to this Council Hard copy contact Clerk  Hard copy contact Clerk Website/Hard copy contact Clerk	
<b>Class 6 – lists and registers</b>		
Any publicly available register or list	Hard copy contact Clerk	
Assets Register	Hard copy contact Clerk	
Disclosure log	Hard copy contact Clerk	
Register of members interests	Website/hard copy contact Clerk	

Register of gifts and hospitality	Hard copy contact Clerk	
<b>Class 7 – the services we offer</b>		
Allotments	N/A to this Council	
Burial grounds and closed churchyards	N/A to this Council	
Community centres and village halls	Hard copy contact Clerk	
Parks, playing fields and recreation facilities	Hard copy contact Clerk	
Seating, litter bins, clocks, memorials and lighting	Hard copy contact Clerk	
Markets	N/A to this Council	
Public conveniences	N/A to this Council	
Agency agreements	N/A to this Council	
A summary of services for which the Council is entitled to recover a fee, together with those fees (eg. Burial fees)	N/A to this Council	

**Contact:**

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<b>Review History</b>	
Adopted by Parish Council	17 December 2003
Reviewed and readopted	June 2006
	October 2014
	September 2015
	September 2016
	November 2017
	26 <sup>th</sup> June 2025
Next review date	June 2026