Flax Bourton Parish Council Publication Scheme
September 2025

Class 1 - Who we are and what we do *Organisational information, locations and contacts, constitutional & legal governance*		
Information to be published	**How to obtain information**	**Cost**
Who's who on the Council	Parish Council website Hard copy Noticeboards	Free £1 per page Free
Contact details for Parish Clerk and Council members	Parish Council website Hard copy Noticeboards	Free £1 per page Free
Class 2 – What we spend and how we spend it *Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.*		
Information to be published	**How to obtain information**	**Cost**
Current and previous financial year as a minimum	Parish Council website Hard copy	Free £1 per page
Annual return form and report by auditor	Parish Council website Hard copy	Free £1 per page
Finalised budget and Precept	Parish Council website Hard copy	Free £1 per page
Financial Standing Orders and Regulations	Parish Council website Hard copy	Free £1 per page
Grants given and received	Website (in the minutes) Hard copy	Free £1 per page
List of current contracts awarded and value of contract	Website (in the minutes / bills for payment) Hard copy	Free £1 per page

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Class 3 – What our priorities are and how we are doing *Strategy & performance information, plans, assessments, inspections & reviews*		
Information to be published	**How to obtain information**	**Cost**
Parish Plan	Parish Council website	Free
Annual Report to Annual Residents Meeting	Parish Council website Hard copy	Free £1 per page
Class 4 – How we make decisions *Decision making processes and records of decisions*		
Information to be published	**How to obtain information**	**Cost**
Timetable of meetings	Parish Council website Hard copy	Free £1 per page
Agendas of meetings	Parish Council website Hard copy	Free £1 per page
Minutes of meetings	Parish Council website Hard copy	Free £1 per page
Reports presented to Council Meetings (other than confidential items)	Parish Council website Hard copy	Free £1 per page
Responses to consultation papers (other than confidential items)	Parish Council website Hard copy	Free £1 per page
Responses to planning applications	North Somerset Website Parish Council Website (minutes) Hard copy	Free Free £1 per page

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Class 5 – Our policies and procedures *Current written protocols for delivering our functions and responsibilities*		
Information to be published	**How to obtain information**	**Cost**
Current written protocols, policies and procedures (including Standing Orders and Financial Regulations) for delivering our services and responsibilities	Parish Council website Hard copy	Free £1 per page
Class 6 – Lists and Registers *Information held in registers required by law and other lists and registers relating to the functions of Flax Bourton Parish Council.*		
Information to be published	**How to obtain information**	**Cost**
Any publicly available register or list	Parish Council website Hard copy	Free £1 per page
Assets register	Contact the Clerk	Free
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)	Contact the Clerk	Free
Register of members' interests	North Somerset Website Parish Council Website	Free
Register of gifts and hospitality	Contact the Clerk	Free
Class 7 – The services we offer *A description of the services offered*		
Information to be published	**How to obtain information**	**Cost**
Park, playing fields and recreational facilities	Parish Council website Flax Bourton Hub website	Free Free
Seating and dog waste/litter bins	Contact the Clerk	Free
Bus shelter	Contact the Clerk	Free
Articles for the Parish Magazine	Contact the Clerk	Free

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Contact details:

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Parish Clerk

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Schedule of charges:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ £1.00 per sheet (black & white)	Actual cost 10p including paper Administration costs 90p
	Postage	Actual cost of Royal Mail standard 2nd class