Batheaston Parish Council

Publication Scheme

This document was approved by the Council at its meeting held on 13th October 2026.

Purpose

Section 19 of the Freedom of Information Act 2000 requires the Council, as a public authority, to adopt and maintain an approved publication scheme, publish information in accordance with it, and review it periodically.

Any questions or comments relating to this document, or any request for information about the council that is not covered here, should be address to the Parish Clerk and Responsible Finance Officer.

Information to be published	**How the information can be obtained**
Class 1 - Who we are and what we do • Organisational information, structures, locations and contacts • Current information only	Council, councillors and contacts
List of Council members and their responsibilities as well a list of Council Committees • Details of any representation on local public bodies	Councillors and registers Committees
Postal and email address • Contact details for Parish Clerk and Council members	Contact us Councillor contacts
Location of main Council office and accessibility details	Council office and contact details
Staffing structure	Staff contacts

Class 2 – What we spend and how we spend it • Financial information about projected and actual income and expenditure, procurement, contracts and financial audit	Finance
• Statement of accounts and internal audit report in the format included in the Annual Return form	Finance and AGAR
• Finalised budget	Finance
• Precept	Finance and precept information
• Financial Standing Orders and Regulations	Policies and financial regulations
• Community Grants Awarded	Grants
• List of current contracts awarded and value of contract	Finance Committee papers
Members' allowances and expenses	Not applicable – there are none
Class 3 – What our priorities are and how we are doing	Governance and accountability
• Annual governance statement in format included in the Annual Return form	Annual Governance and Accountability Return
• Annual Report to Parish or Community Meeting	Full Council meeting papers
• Quality status	Council website
Class 4 – How we make decisions	Council meetings and decisions
• Timetable of meetings	Meeting schedule
• Agendas of meetings (as above)	Meeting agendas
• Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Meeting minutes
• Reports presented to council meetings (material that is properly considered to be exempt from disclosure is not included)	Supporting papers and reports
• Responses to consultation papers	Council meeting papers
• Responses to planning applications	Council meeting papers
• Bye-laws	Policies and byelaws

Class 5 – Our policies and procedures	Policies and procedures
Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Council policies and procedures Committee terms of reference
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Employment, service, information and complaints policies
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Records, information security and data protection policies
Class 6 – Lists and Registers	Lists and registers
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Public registers
Assets register, including details of public land and building assets	Finance documents and asset information
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Contact the Council for the disclosure log
Register of members' interests	Register of members' interests
Register of gifts and hospitality	Contact the Council for the register
Class 7 – The services we offer	Council services
Community centres and village halls	Rhymes Pavilion
Parks, playing fields and recreational facilities	Recreation and Rhymes Pavilion
Seating, litter bins, clocks, memorials and lighting	Contact the Council

Bus shelters	Contact the Council about bus shelters
Public conveniences	Contact the Council
Agency agreements	Council meeting papers
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Venue and facility information
Additional Information Information not itemised in the lists above	Contact the Council

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	There is no application fee. The Council may charge reasonable disbursement costs. The appropriate cost limit for the Council is £450, calculated at £25 per person per hour.	Sections 9 and 12 of the Freedom of Information Act 2000 Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

Last reviewed and agreed by Council: 13th October 2026
Next scheduled review: May 2027