

Information available from Brookthorpe with Waddon Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Newsletter and website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy from clerk, website and Newsletter	Free
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	Free
Annual return form and report by auditor	Hard copy	10p per

		sheet
Finalised budget	Hard copy, Notice boards	10p per sheet
Precept	Hard copy, Notice boards	10p per sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website/Newsletter	Free
List of current contracts awarded and value of contract	Website	
Members' allowances and expenses	Hard copy	10p per item
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	10p per sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum	Hard copy	
Timetable of meetings (Council, any committee/sub-committee meetings and	Newsletter, Website, Hard	10p per

parish meetings)	copy	Sheet
Agendas of meetings (as above)	Notice board, Website, Hard copy	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Notice board, Website, Hard copy	10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per sheet
Responses to consultation papers	Hard copy	10p per sheet
Responses to planning applications	Stroud District Council website Hard copy	10p per sheet
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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	Website N/A N/A Website Website	

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Website	
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges)for the publication of information)		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard copy	10p per sheet
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)		
Register of members' interests	Inspection only	
Register of gifts and hospitality	Inspection only	

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	Hard copy	
Markets	N/A	
Public conveniences	N/A	
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy	10p per sheet
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

Contact details:
Mrs A Rigelsford
25 Pinewood Road
Hardwicke
Glos
GL2 4RY

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 @ 10p per sheet (black & white)	Actual cost 10p per sheet
	Photocopying @ ..p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

Other		

* the actual cost incurred by the public authority