

## Information available from Staunton (Coleford) Parish/Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (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>		
Who's who on the Council and its Committees	Website	Nil
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Nil
Location of main Council office and accessibility details	N/A	N/A
Staffing structure	N/A	N/A
<p><b>Class 2 – What we spend and how we spend it</b> (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>		
Annual return form and report by auditor	Website	Nil
Finalised budget	Website	Nil
Precept	Website	Nil
Borrowing Approval letter	N/A	N/A

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Standing Orders and Financial Regulations	Website	Nil
Grants given and received	Hardcopy – contact clerk	Actual
List of current contracts awarded and value of contract	Hardcopy – contact clerk	Actual
Members' allowances and expenses	Hardcopy – contact clerk	Actual
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Nil
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Nil
Agendas of meetings (as above)	Website	Nil
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	Nil
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	Nil
Responses to consultation papers	Website Hardcopy – contact clerk	Nil Actual

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Responses to planning applications	Website Hardcopy – contact clerk	Nil Actual
Bye-laws	N/A	Actual
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Website Hardcopy – contact clerk	Nil Actual
<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>	Hardcopy – contact clerk	Actual

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Information security policy	N/A	N/A
Records management policies (records retention, destruction and archive)	N/A	N/A
Data protection policies	N/A	N/A
Schedule of charges (for the publication of information)	Hardcopy – contact clerk	Actual
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hardcopy – contact clerk	Actual
Assets Register	Website	Nil
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)	N/A	N/A
Register of members' interests	Website	Nil
Register of gifts and hospitality	Hardcopy – contact clerk	Actual
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	N/A	N/A
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	Website Hardcopy – contact clerk	Nil Actual

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Parks, playing fields and recreational facilities	Website Hardcopy – contact clerk	Nil Actual
Seating, litter bins, clocks, memorials and lighting	Website Hardcopy – contact clerk	Nil Actual
Bus shelters	Website Hardcopy – contact clerk	Nil Actual
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	N/A
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
None		

## **SCHEDULE OF CHARGES**

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

<b>Type of charge</b>	<b>Description</b>	<b>Basis of charge</b>
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	NIL	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority

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<b>Record of Document Change</b>			
<b>Issue</b>	<b>Date</b>	<b>Change</b>	<b>Source</b>
Adopted	11 <sup>th</sup> Sept 2008	New document	L19-08 (c) Model Publication Scheme Parish Council Guide to Information
Last reviewed	19 <sup>th</sup> April 2016	Updates primarily to take account of information currently available on the Parish Council website	