

Information available from Alvescot Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b>                      Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>J.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p per A4 sheet</p>
Who's who on the Council and their delegated authority	Website/Hard Copy	As above
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Hard Copy	As above
Location of main Council office and accessibility details	Website/Hard Copy	As above
Staffing structure	Hard Copy	10p per A4 sheet
<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>	<p>Hard Copy</p>	<p>10p per A4 sheet</p>
Annual return form and report by auditor	Hard Copy	10p per A4 sheet
Finalised budget	Hard Copy	10p per A4 sheet

Receipt	Hard Copy	As above
Borrowing Approval letter	Hard Copy	As above
Financial Standing Orders and Regulations	Website Hard Copy	Free As above
Grants given and received	Hard Copy	As above
List of current contracts awarded and value of contract	Hard Copy	As above
Members' allowances and expenses	Hard Copy	As above
<b>Class 3 – What our priorities are and how we are doing</b>		
Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy	10p per A4 sheet
Parish Plan (current and previous year as a minimum)	Hard Copy	As above
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 10p per A4 sheet
<del>Quality status</del>		
<del>Local charters drawn up in accordance with DCLG guidelines</del>		
<b>Class 4 – How we make decisions</b>		
Decision making processes and records of decisions)	Hard Copy	10p per A4 sheet
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 10p per A4

		sheet
Agendas of meetings (as above)	Website/Hard Copy	As above
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website/Hard Copy	As above
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy	10p per A4 sheet
Responses to consultation papers	Hard Copy	As above
Responses to planning applications	Hard Copy	As above
Bye-laws	Hard Copy	As above
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only	Hard Copy	10p per A4 sheet
Policies and procedures for the conduct of council business:		
Procedural standing orders Committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy	10p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services Quality 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)	Hard Copy	10p per A4 sheet
Information security policy	Hard Copy	As above
Records management policies (records retention, destruction and archive)	Hard Copy	As above
Data protection policies	Hard Copy	As above
Schedule of charges (for the publication of information)	Website Hard Copy	Free 10p per A4 sheet
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	Hard Copy  Some information may only be available by inspection	10p per A4 sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy	10p per A4 sheet
Assets Register	Hard Copy	10p per A4 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)	Inspection only	
Register of members' interests	Hard Copy	10p per A4 sheet

Register of gifts and hospitality	Hard Copy	10p per A4 sheet
<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	Hard Copy  some information may only be available by inspection	10p per A4 sheet
Parks, playing fields and recreational facilities	Hard Copy	As above
Seating, litter bins, memorials	Hard Copy	As above
Bus shelters	Hard Copy	As above
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy	As above
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Hard Copy	As above

**Contact details:**

Website address: [www.alvescotparishcouncil.com](http://www.alvescotparishcouncil.com)

Hard Copy requests:

Mrs Christine Hoad, Parish Clerk

Vynwood

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Gloucestershire GL7 3JG

Telephone: 01367 860388 E Mail: alvescotclerk@hotmail.co.uk

## 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 @ 10p per sheet (black & white)	Actual cost
	Photocopying @20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Any additional cost may be made if the costs to the Parish Council are unreasonable	