

# Information available from Gotherington Parish Council under the Publication Scheme

Devised and approved by the Information Commissioner

Adopted by Gotherington Parish Council on 13.6.2017 – to be reviewed at Annual Meeting on 8.5.18

Information to be published	How the information can be obtained	Cost
<b>Class1</b> - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who is who on the council and its committees?	<ul style="list-style-type: none"> <li>• Hard copy or email from the clerk</li> <li>• Parish council website</li> </ul>	See costs schedule below
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<ul style="list-style-type: none"> <li>• Hard copy or email from the clerk</li> <li>• Parish council website</li> <li>• In parish council phonebox</li> </ul>	See costs schedule below
Staffing structure	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	

Information to be published	How the information can be obtained	Cost
<b>Class 2</b> – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	<ul style="list-style-type: none"> <li>• Hard copy or email from the clerk</li> <li>• Parish council website</li> </ul>	See costs schedule below
Finalised budget	<ul style="list-style-type: none"> <li>• Hard copy or email from the clerk</li> <li>• On parish council website (Minutes)</li> <li>• On notice boards and in parish council phonebox</li> </ul>	See costs schedule below
Precept	<ul style="list-style-type: none"> <li>• Hard copy or email from the clerk</li> <li>• On parish council website (Minutes)</li> <li>• On notice boards and in parish council phonebox</li> </ul>	See costs schedule below
Borrowing Approval letter	<ul style="list-style-type: none"> <li>• Hard copy or email from the clerk</li> <li>• On parish council website (Minutes)</li> <li>• On notice boards and in parish council phonebox</li> </ul>	See costs schedule below
Financial Standing Orders and Regulations	<ul style="list-style-type: none"> <li>• Hard copy or email from the clerk</li> <li>• Parish council website</li> </ul>	See costs schedule below
Grants given and received	<ul style="list-style-type: none"> <li>• Hard copy or email from the clerk</li> <li>• On parish council website (Minutes)</li> <li>• On notice boards and in parish</li> </ul>	See costs schedule below

	council phonebox	
List of current contracts awarded and value of contract	• Not applicable	
Members' allowances and expenses	• Hard copy from the clerk • Parish council website (minutes) • On notice boards and in parish council phonebox	See costs schedule below

Information to be published	How the information can be obtained	Cost
<b>Class 3</b> – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	• On parish council website, where available	See costs schedule below
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	• Hard copy or email from the clerk • On parish council website (Minutes) • On notice boards and in parish council phonebox	See costs schedule below
Quality status	• Not applicable	
Local charters drawn up in accordance with DCLG guidelines	• Not applicable	

Information to be published	How the information can be obtained	Cost
<b>Class 4</b> – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	• Hard copy or email from the clerk • Parish Council Website • On notice boards and in parish council phonebox	See costs schedule below
Agendas of meetings (as above)	• Hard copy or email from the clerk • Parish council website • On notice boards and in parish council phonebox	See costs schedule below
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	• Hard copy or email from the clerk • Parish council website • On notice boards and in parish council phonebox	See costs schedule below
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	• Hard copy from the clerk • Parish council website	See costs schedule below
Responses to consultation papers	• Hard copy or email from the clerk	See costs schedule below
Responses to planning applications	• Hard copy or email from the clerk	See costs schedule below

	<ul style="list-style-type: none"> <li>Parish council website (Minutes)</li> <li>On notice boards and in parish council phonebox</li> </ul>	
Bye-laws	Not applicable	

Information to be published	How the information can be obtained	Cost
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedure 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	<ul style="list-style-type: none"> <li>Where applicable hard copies from clerk, on parish council website and on (Minutes) <ul style="list-style-type: none"> <li>On notice boards and in parish council phonebox</li> </ul> </li> </ul>	See costs schedule below
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 (including current vacancies)  Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	<ul style="list-style-type: none"> <li>Where applicable hard copies from clerk. Otherwise on parish council website</li> </ul>	See costs schedule below
Information security policy	Not applicable	
Records management policies (records retention, destruction and archive)	Not applicable	
Data protection policy	<ul style="list-style-type: none"> <li>Hard copy or email from the clerk</li> <li>Parish council website</li> </ul>	See costs schedule below
Schedule of charges (for the publication of information)	See below	

Information to be published	How the information can be obtained	Cost
<b>Class 6 – Lists and Registers</b>	(Hard copy, some information may only be	

Currently maintained lists and registers only	available by inspection)	
Assets register	<ul style="list-style-type: none"> <li>• Hard copy or email from the clerk</li> <li>• Parish council website</li> </ul>	See costs schedule below
Disclosure log (indicating the information that has been provided in response to requests)	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	
Register of Interests	<ul style="list-style-type: none"> <li>• Held at Tewkesbury Borough Council</li> <li>• Link available on parish council website</li> </ul>	See costs schedule below
Register of gifts and hospitality	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	

Information to be published	How the information can be obtained	Cost
<b>Class 7</b> – The services we offer (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)	
Allotments	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	
Burial grounds and closed churchyards	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	
Community centres and village halls: RRB, JWP, Petanque rain shelter etc.	<ul style="list-style-type: none"> <li>• Hard copy or email from the clerk</li> </ul>	See costs schedule below
Parks, Playing fields and recreational facilities: Freeman Field, playground etc.	<ul style="list-style-type: none"> <li>• Hard copy or email from the clerk</li> </ul>	See costs schedule below
Seating, litter bins, war memorial etc.	<ul style="list-style-type: none"> <li>• Hard copy or email from the clerk</li> </ul>	See costs schedule below
Bus Shelters	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	
Markets	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	
Public conveniences	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	
Agency agreements	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	
entitled to recover a fee, together with those fees (e.g. burial fees)	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	

CONTACT DETAILS	
<b>Parish Clerk:</b>	Jules Owen 7 Broadway Road Toddington Glos GL54 5DS
<b>Telephone:</b>	07850 505058
<b>Email:</b>	gotheringtonpc@gmail.com
<b>Parish Council Website:</b>	www.gotheringtonparishcouncilwebsite.org.uk

<b>SCHEDULE OF CHARGES</b>		
<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	Photocopying @ 10p per sheet (B & W)	Based on computer printing
	Photocopying @ 20p per sheet (colour)	Based on computer printing
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (The statute applicable will be stated)
Method of payment	A pro-forma invoice will be provided	For settlement prior to supply of documents