

Information available from CHARFIELD Parish Council under the model publication scheme – November 2008

| Information to be published | How the information can be obtained | Cost for Copy |
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| <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 | Available free on website or hard copy | £1 then 10p per sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Available website or hard copy. Clerk 01453 511248 or clerk@charfieldparishcouncil.org.uk | £1 then 10p per sheet |
| Location of main Council office and accessibility details | Clerk's office Windrush, Bevington, Berkeley, Glos GL13 9RB. Meetings to be arranged at local venue. | |
| Staffing structure | | |
| | None just Clerk | |
| <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) | |
| | Available free on website or hard copy | £1 then 10p per sheet |
| Annual return form and report by auditor | Available free on website or hard copy | £1 then 10p per sheet |
| Finalised budget | hard copy contact clerk | £1 then 10p per sheet |
| Precept | hard copy contact clerk | £1 then 10p per sheet |

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| Borrowing Approval letter | none | |
| Financial Standing Orders and Regulations | hard copy contact clerk | £1 then 10p per sheet |
| Grants given and received | hard copy contact clerk | £1 then 10p per sheet |
| List of current contracts awarded and value of contract | hard copy contact clerk | £1 then 10p per sheet |
| Members' allowances and expenses | hard copy contact clerk | £1 then 10p per sheet |
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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website) Available free on website or hard copy | £1 then 10p per sheet |
| Parish Plan (current and previous year as a minimum) | none | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Available free on website or hard copy | £1 then 10p per sheet |
| Quality status | none | |
| Local charters drawn up in accordance with DCLG guidelines | none | |
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| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | (hard copy or website) Available free on website or hard copy | £1 then 10p per sheet |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Available free on website or hard copy | £1 then 10p per sheet |
| Agendas of meetings (as above) | Available free on website or hard copy | £1 then 10p per sheet |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Available free on website or hard copy | £1 then 10p per sheet |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Available free on website or hard copy | £1 then 10p per sheet |
| Responses to consultation papers | Available free on website or hard copy | £1 then 10p per sheet |
| Responses to planning applications | Available free on website or hard copy | £1 then 10p per sheet |
| Bye-laws | none | |
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| Class 5 – Our policies and procedures | (hard copy or website) | |

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| (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | | |
| 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 | Contact the Clerk with specific requests for any policies | £1 then 10p per sheet |
| Policies and procedures for the provision of services and about the employment of staff: 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) | Contact the Clerk with specific requests for any policies | £1 then 10p per sheet |
| Information security policy | none | |
| Records management policies (records retention, destruction and archive) | none | |
| Data protection policies | none | |
| Schedule of charges (for the publication of information) | Attached to this | |
| Class 6 – Lists and Registers Currently maintained lists and registers only | (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) | | |

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| Assets Register | Contact Clerk | £1 then 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) | None available | |
| Register of members' interests | Contact Clerk | £1 then 10p per sheet |
| Register of gifts and hospitality | Contact Clerk | £1 then 10p per sheet |
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| Class 7 – 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 or website; some information may only be available by inspection) | |
| Allotments | none | |
| Burial grounds and closed churchyards | None yet | |
| Community centres and village halls | Contact Charfield Memorial Hall Management Committee- link via website | |
| Parks, playing fields and recreational facilities | Play area details on website or contact Clerk | |
| Seating, litter bins, clocks, memorials and lighting | Contact Clerk | |
| Bus shelters | Contact Clerk | |
| Markets | none | |
| Public conveniences | None | |
| Agency agreements | none | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | none | |
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| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
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Contact details:**S Bailey: Clerk****Windrush, Bevington, Berkeley, Glos GL13 9RB****Tel 01453 511084 clerk@charfieldparishcouncil.org.uk****www.charfieldparishcouncil.org.uk****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 @ .£1 first sheet then 10p per sheet (black & white) | Actual cost of stationery & admin time & postage |
| | Photocopying @ ..p per sheet (colour) | Not available |
| | | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| | | |
| Other | | |
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* the actual cost incurred by the public authority