

Information available from Painswick 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>	Website or/and hardcopy	
Who's who on the Council and its Committees	Website and Hardcopy	10p Sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and Hardcopy	10p Sheet
Location of main Council office and accessibility details	Website and Hardcopy	10p Sheet
Staffing structure	Hardcopy	10p Sheet

<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>	<p>Website and Hardcopy</p>	<p>10p Sheet</p>
<p>Annual return form and report by auditor</p>	<p>Hardcopy</p>	<p>10p Sheet</p>
<p>Finalised budget</p>	<p>Hardcopy</p>	<p>10p Sheet</p>
<p>Precept</p>	<p>Hardcopy</p>	<p>10p Sheet</p>
<p>Borrowing Approval letter</p>	<p>Hardcopy</p>	<p>10p Sheet</p>
<p>Financial Standing Orders and Regulations</p>	<p>Hardcopy</p>	<p>10p Sheet</p>
<p>Grants given and received</p>	<p>Hardcopy</p>	<p>10p Sheet</p>
<p>List of current contracts awarded and value of contract</p>	<p>Hardcopy</p>	<p>10p Sheet</p>
<p>Members' allowances and expenses</p>	<p>Hardcopy</p>	<p>10p Sheet</p>
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Parish Plan (current and previous year as a minimum)</p> <p>Annual Report to Parish or Community Meeting (current and previous year as a</p>	<p>(hard copy or website)</p> <p>Hardcopy</p> <p>Website and Hardcopy</p>	<p>£1.00</p> <p>10p</p>

minimum)		Sheet
Quality status	Hardcopy	10p Sheet
Local charters drawn up in accordance with DCLG guidelines	Hardcopy	10p Sheet
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)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website and Hardcopy	10p Sheet
Agendas of meetings (as above)	Website and Hardcopy	10p Sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website and Hardcopy	10p Sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hardcopy	10p Sheet
Responses to consultation papers	Hardcopy	10p Sheet
Responses to planning applications	Website and Hardcopy	10p Sheet
Bye-laws	Hardcopy	10p Sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services	(hard copy or website)	

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	Hardcopy	10p 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)	Hardcopy	10p Sheet
Information security policy	Hardcopy	10p Sheet
Records management policies (records retention, destruction and archive)	Hardcopy	10p Sheet
Data protection policies	Hardcopy	10p Sheet

Schedule of charges)for the publication of information)	Hardcopy	10p Sheet
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)	Hardcopy	10p Sheet
Assets Register	Hardcopy	10p 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)	Hardcopy	10p Sheet
Register of members' interests	Hardcopy	10p Sheet
Register of gifts and hospitality	Hardcopy	10p Sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Hardcopy	10p Sheet
Burial grounds and closed churchyards	Hardcopy	10p Sheet

Community centres and village halls	Hardcopy	10p Sheet
Parks, playing fields and recreational facilities	Hardcopy	10p Sheet
Seating, litter bins, clocks, memorials and lighting	Hardcopy	10p Sheet
Bus shelters	Hardcopy	10p Sheet
Markets	N/A	
Public conveniences	Hardcopy	10pp Sheet
Agency agreements	Hardcopy	10p Sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website or Hardcopy	10p Sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Mr Roy Balgobin, Parish Clerk, Town Hall Painswick.

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