

**Information available from Stoke Orchard and Tredington Parish Council under the Publication Scheme
devised and approved by the Information Commissioner**

**Reviewed at Annual Parish Council Meeting on 1 May 2018
Next review at Annual Parish Council Meeting May 2019**

| Information to be published | How the information can be obtained | Cost |
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| Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only | Hard copy or email from the clerk Parish council website | See costs schedule below |
| Who's who on the Council and its Committees | Hard copy or email from the clerk Parish council website | See costs schedule below |
| Contact details for Parish Clerk and Council members | Hard copy or email from the clerk Parish council website | See costs schedule below |
| Staffing structure | Not application | N/A |
| Information to be published | How the information can be obtained | Cost |
| 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) Current and previous financial year as a minimum | Hard copy or email from the clerk Parish council website | See costs schedule below |
| Annual return form and report by auditor | Hard copy or email from the clerk Parish council website | See costs schedule below |
| Finalised budget | Hard copy or email from the clerk | See costs schedule below |
| Precept | Hard copy or email from the clerk | See costs schedule below |
| Borrowing Approval letter | None | N/A |
| Financial Standing Orders and Regulations | Hard copy or email from the clerk | See costs schedule below |
| Grants given and received | Hard copy or email from the clerk | See costs schedule below |
| List of current contracts awarded and value of contract | Hard copy from the clerk | See costs schedule below |
| Members' allowances and expenses | Hard copy from the clerk | See costs schedule below |

| | Parish council website (minutes) | |
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| Information to be published | How the information can be obtained | Cost |
| Class 3 – 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 | Hard copy or email from the clerk | See costs schedule below |
| Parish Plan (current and previous year as a minimum) | Hard copy or email from the clerk | 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 Parish council website (Minutes) | See costs schedule below |
| Quality status | Not application | N/A |
| Local charters drawn up in accordance with DCLG guidelines | None in place | N/A |
| Information to be published | How the information can be obtained | Cost |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | Hard copy or email from the clerk Parish council website (Minutes) | See costs schedule below |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | Hard copy or email from the clerk Parish council website Parish noticeboards | See costs schedule below |
| Agendas of meetings (as above) | Hard copy or email from the clerk Parish council website Parish noticeboards | 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 Parish noticeboards | 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 | See costs schedule below |
| Responses to consultation papers | Hard copy or email from the clerk Parish council website (Minutes) | See costs schedule below |

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| Responses to planning applications | Hard copy or email from the clerk Parish council website (minutes) | See costs schedule below |
| Bye-laws | None | N/A |
| Information to be published | How the information can be obtained | Cost |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | Hard copy or email from the clerk Parish council website | See costs schedule below |
| 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 | Where applicable hard copies from the clerk. Otherwise on parish council website | 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) | Where applicable hard copies from the clerk. Otherwise on parish council website | See costs schedule below |
| Information security policy | Hard copy or email from the clerk | See costs schedule below |
| Records management policies (records retention, destruction and archive) | Hard copy or email from the clerk | See costs schedule below |
| Data protection policies | Hard copy or email from the clerk Parish council website | See costs schedule below |
| Schedule of charges (for the publication of information) | See below | See costs schedule below |
| Information to be published | How the information can be obtained | Cost |
| Class 6 – Lists and Registers Currently maintained lists and registers only | Hard copy or email from the clerk Some information may only be available by inspection) | See costs schedule below |

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| Assets register | Hard copy or email from the clerk Parish council website | See costs schedule below |
| Disclosure log (indicating the information that has been provided in response to requests) | Hard copy or email from the clerk | See costs schedule below |
| Register of Interests | Available from Returning Officer at Tewkesbury Borough Council Hard copy or email from the clerk | See costs schedule below |
| Register of gifts and hospitality | Hard copy or email from the clerk | See costs schedule below |
| Information to be published | How the information can be obtained | Cost |
| 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 email from the clerk Parish council website; some information may only be available by inspection) | See costs schedule below |
| Playground, Community Centre, recreational facilities etc. | Hard copy or email from the clerk Parish Council website | See costs schedule below |
| Seating, litter bins etc | Hard copy or email from the clerk | See costs schedule below |
| Additional Information This will provide Council with the opportunity to publish information that is not itemised in the lists above | Hard copy or email from the clerk Parish council website; some information may only be available by inspection) | See costs schedule below |

Clerk's Contact details:

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| SCHEDULE OF CHARGES | | |
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| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
| 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 . |