

## Information available from Longney and Epney Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (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>	Parish website	FOC
Who's who on the Council and its Committees	Parish website	FOC
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish website	FOC
Location of main Council office and accessibility details	Parish website	FOC
Staffing structure	n/a	
<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>	With clerk by appointment. See website for contact details.	FOC
Annual return form and report by auditor	With clerk as above.	FOC
Finalised budget	With clerk as above.	FOC

Precept	With clerk as above.	FOC
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	n/a	
Grants given and received	Parish website	FOC
List of current contracts awarded and value of contract	n/a	
Members' allowances and expenses	n/a	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Parish website	FOC
Parish Plan (current and previous year as a minimum)	Parish website	FOC
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	With clerk as above.	FOC
Quality status	With clerk as above.	FOC
Local charters drawn up in accordance with DCLG guidelines	n/a	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	With clerk as above.	FOC
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	With clerk as above.	FOC
Agendas of meetings (as above)	With clerk as above.	FOC
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	With clerk as above.	FOC
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	With clerk as above.	FOC
Responses to consultation papers	With clerk as above.	FOC

Responses to planning applications	With clerk as above.	FOC
Bye-laws	n/a	
<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 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	With clerk as above.	FOC
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)	With clerk as above.	FOC
Information security policy	With clerk as above.	FOC
Records management policies (records retention, destruction and archive)	With clerk as above.	FOC
Data protection policies	With clerk as above.	FOC
Schedule of charges (for the publication of information)	With clerk as above.	FOC

<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	With clerk as above.	FOC
Assets Register	With clerk as above.	FOC
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)	With clerk as above.	FOC
Register of members' interests	Stroud District Council	FOC
Register of gifts and hospitality	n/a	
<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 or website; some information may only be available by inspection)	
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	n/a	
Seating, litter bins, clocks, memorials and lighting	n/a	
Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together	n/a	

with those fees (e.g. burial fees)		
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

### Contact details:

### 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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per	Actual cost

	sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority