

## Information available from Chalford Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy and/or website)	
Who's who on the Council and its Committees	Noticeboards, Parish Centre, website	Nil
Contact details for Parish Clerk and Council members	Noticeboards, Parish Centre, website	Nil
Location of main Council office and accessibility details	Noticeboards/web site/Parish maps/signs	Nil
Staffing structure	Parish Centre	Nil
<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) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual accounts and report by auditor	Parish Centre, website	Nil
Finalised budget	Parish Centre, website	Nil
Precept	Parish Centre, website	Nil
Borrowing Approval letter	Not applicable	

Financial Standing Orders and Regulations	Parish Centre, website	Nil
Grants given and received	Parish Centre, website	Nil
List of current contracts awarded and value of contract	Parish Centre	Nil
Members' allowances and expenses	Not applicable	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Parish Centre	Nil
Annual Report to Parish (current and previous year as a minimum)	Parish Centre/web site	Nil
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Parish Centre	Nil
<b>Class 4 – How we make decisions</b> (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)	Parish Centre/ Noticeboards/website	Nil
Agendas of meetings (as above)	Parish Centre/ Noticeboards/website	Nil
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Parish Centre/website	Nil
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Parish Centre/website	Nil
Responses to consultation papers	Parish Centre/website	Nil
Responses to planning applications	Parish Centre/website	Nil

Bye-laws	Not applicable	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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	Parish Centre  Website	Nil
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services  Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Parish Centre – Financial Instructions  Website	Nil
Information security policy	Parish Centre	Nil
Records management policies (records retention, destruction and archive)	Parish Centre	Nil
Data protection policies	Parish Centre	Nil
Schedule of charges )for the publication of information)	Parish Centre	Nil

<b>Class 6 – Lists and Registers</b>		
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)	Parish Centre	Nil
Assets Register	Parish Centre	Nil
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)	Not applicable	
Register of members' interests	Parish Centre/web site/SDC web site	Nil
Register of gifts and hospitality	Not applicable	
<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	Parish Centre/website	Nil
Burial ground	Parish Centre/website/cemetery	Nil
Community centres and village halls	Not applicable	
Playing fields and recreational facilities	Parish Centre/website	Nil
Seating, litter bins, memorials and lighting	Parish Centre/website	Nil
Bus shelters	Parish Centre/website	Nil
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Parish Centre	Nil

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Parish Centre/website/cemetery	Nil
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Financial – VAT records	Parish Centre	Nil
Bank Statements	Parish Centre	Nil
Scribe Accounts	Parish Centre	Nil

**Contact details:**

**The Clerk  
Chalford Parish Council  
The Parish Centre  
Gerals Way  
Chalford  
Stroud  
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GL6 8FJ**

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## SCHEDULE OF CHARGES

Any charges incurred in compiling documents are based on the following:

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	Actual cost – 0.00491p per copy
	Photocopying @ 20p per sheet (colour)	Actual cost – 0.04306p per copy
	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>		
<b>Search</b>	Search fee to take account of an officer's time (prior appointment required)	£5

### Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Aug 2016

