

Information available from Hartpury Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website	FoC
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	FoC
Location of main Council office and accessibility details	Corse Parish Council Website	FoC
Staffing structure	On Request	As per schedule of charges
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		
Annual return form and report by auditor	Website & Hard Copy	FoC on website or as per schedule of charges
Finalised budget	Website & hard copy	FoC on website or as per schedule of charges
Precept	Website & hard copy	FoC on website or as per schedule of charges
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website & hard copy	FoC on website or as per schedule of charges
Grants given and received	Website & hard copy	FoC on website or as per schedule of charges

List of current contracts awarded and value of contract	Website & hard copy	FoC on website or as per schedule of charges
Members' allowances and expenses	N/A	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish Meeting (current and previous year as a minimum)	Website & hard copy	FoC on website or as per schedule of charges
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website & hard copy	FoC on website or as per schedule of charges
Agendas of meetings (as above)	Website & hard copy	FoC on website or as per schedule of charges
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website & hard copy	FoC on website or as per schedule of charges
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website & hard copy	FoC on website or as per schedule of charges
Responses to consultation papers	Hard copy	As per schedule of charges
Responses to planning applications	Website & hard copy	FoC on website or as per schedule of charges
Bye-laws	Hard copy	As per schedule of charges

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>Website & hard copy</p>	<p>FoC on website or as per schedule of charges</p> <p>FoC on website or as per schedule of charges</p> <p>FoC on website or as per schedule of charges</p> <p>FoC on website or as per schedule of charges</p> <p>FoC on website or as per schedule of charges</p>

Policies and procedures for the provision of services and about the employment of staff:			
Internal policies relating to the delivery of services	Website & hard copy	FoC on website or as per schedule of charges	
Equality and diversity policy	Website & hard copy	FoC on website or as per schedule of charges	
Health and safety policy	Website & hard copy	FoC on website or as per schedule of charges	
Recruitment policies (including current vacancies)		FoC on website or as per schedule of charges	
Policies and procedures for handling requests for information	Website & hard copy	FoC on website or as per schedule of charges	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website & hard copy	FoC on website or as per schedule of charges	
Information security policy	N/A		
Records management policies (records retention, destruction and archive)	Website & hard copy	FoC on website or as per schedule of charges	
Data protection policies	Website & hard copy	FoC on website or as per schedule of charges	
Schedule of charges (for the publication of information)	Website & hard copy	FoC on website or as per schedule of charges	

Class 6 – Lists and Registers			
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)	N/A		
Assets Register	Website & Hard Copy	FoC on website or as per schedule of charges	
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)	N/A		
Register of members' interests	Hard copy	As per schedule of charges	
Register of gifts and hospitality	Hard copy	As per schedule of charges	

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			
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		Website & hard copy	FoC on website or as per schedule of charges
Bus shelters		Website & hard copy	FoC on website or as per schedule of charges
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 with those fees (e.g. burial fees)		Hard copy	As per schedule of charges
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above			

Contact details:

The Parish Clerk, Hartpury Parish Council, 2 Knights Way, Newent, Gloucestershire, GL18 1QL Tel: 01531 828171. Email: hartpuryparishcouncil@hotmail.com

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 @ 10p per photocopy (black & white)	Actual cost *

	Photocopying @ 15p per photocopy (colour)	Actual cost*
	Second class postage rates as per Royal Mail scales depending on size and weight.	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None	In accordance with the relevant legislation (quote the actual statute)
Other	None	

* the actual cost incurred by the public authority