

Information available from Cherington 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 N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Website Notice board The Villager (hard copy and Avening PC website)	Free Free Free
Who's who on the Council and its Committees	Website Notice board	Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address if used)	Website Notice board The Villager (hard copy & Avening PC website)	Free Free Free
Location of main Council office and accessibility details	Not applicable	Not applicable
Staffing structure	Website Notice board The Villager (hard copy & Avening PC website)	Free Free Free
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	Free 12p per sheet

Finalised budget	Website Hard copy	Free 12p per sheet
Precept	Website Hard copy	Free 12p per sheet
Borrowing Approval letter	Not applicable	Not applicable
Financial Standing Orders and Regulations	On inspection	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Website	Free
Members' allowances and expenses	Website (previous years) Hard copy (current year)	Free 12p per sheet

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)	Not applicable	Not applicable
Annual Report to Parish Meeting (current and previous year as a minimum)	Website	Free
Local Council Award Scheme	Not applicable	Not applicable
Local charters drawn up in accordance with DCLG guidelines	Not applicable	Not applicable

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	Website Notice board	Free Free

parish meetings)	The Villager (hard copy & Avening PC website)	Free
Agendas of meetings (as above)	Website Notice board	Free Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy The Villager (in summary only)	Free 12p per sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy The Villager (in summary only)	Free 12p per sheet
Responses to consultation papers	On inspection (where applicable)	Free
Responses to planning applications	Website (see meeting minutes) Hard copy The Villager (in summary only)	Free 12p per sheet Free

Class 5 – Our policies and procedures (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	Website (where applicable) Hard copy (where applicable)	Free 12p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services	On inspection (where applicable)	Free

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)		
Records management policies (records retention, destruction and archive)	Website Hard copy	Free 12p per sheet
Data protection policies	On inspection	Free
Schedule of charges (for the publication of information)	Website (see Publication Policy)	Free

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): List of local organisations	Not applicable	Not applicable
Assets Register	Not applicable	Not applicable
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	Not applicable
Register of members' interests	Website	Free
Register of gifts and hospitality	On inspection (where applicable)	Free

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and		
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businesses)		
Current information only		
Allotments	Not applicable	Not applicable
Burial grounds and closed churchyards	Not applicable	Not applicable
Community Hall charges and hire conditions	Not applicable	Not applicable
Parks, playing fields and recreational facilities	Not applicable	Not applicable
Bus shelters	Not applicable	Not applicable
Markets	Not applicable	Not applicable
Public conveniences	Not applicable	Not applicable
Agency agreements	Not applicable	Not applicable
Pitch hire charges and hire conditions	Not applicable	Not applicable

Contact details:

The Parish Clerk
Cherington Parish Council
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Avening
Tetbury
GL8 8NN
Tel: 01453 832100
Email: cheringtonparishcouncil@yahoo.co.uk

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 @ 12p per sheet (black & white)	Actual cost incurred by the public authority
	Postage	Actual cost of Royal Mail standard 2nd class

Date Agreed: September 2017
Review Date: September 2020