

Information available from Gaydon 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 This will be current information only		
Who's who on the Council and its Committees	Website	N/A
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	N/A
Location of main Council office and accessibility details	N/A	-
Staffing structure	N/A	-
Class 2 – What we spend and how we spend it Current and previous financial year as a minimum		
Annual return form and report by auditor	Website or Hard copy - Contact the Clerk	5p/Sheet
Finalised budget	Website or hard copy	5p Sheet
Precept	Hard copy – Contact the Clerk Minutes – Website	5p Sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website or hard copy	5p Sheet
Grants given and received	Hard copy – Contact the Clerk Minutes – Website	5p Sheet
List of current contracts awarded and value of contract	Hard copy – Contact the Clerk	5p Sheet
Members' allowances and expenses	Hard copy – Contact the Clerk	5p Sheet

Class 3 – What our priorities are and how we are doing		
Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	Website or hard copy	5p/Sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Annual Parish Meeting Minutes - Website Hardcopy – Contact the Clerk	5p/Sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website or hard copy	5p/Sheet
Agendas of meetings (as above)	Website, Noticeboards Hard copy – Contact the Clerk	5p/Sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, Noticeboards Hardcopy – Contact the Clerk	5p/Sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Minutes - Website Hard copy – Contact the Clerk	5p/Sheet
Responses to consultation papers	Hard copy – Contact the Clerk Minutes – Website	5p/Sheet
Responses to planning applications	Minutes - Website Hardcopy – Contact the Clerk	5p/Sheet
Bye-laws	N/A	

Class 5 – Our policies and procedures		
Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website or hard copy	5p/Sheet
Committee and sub-committee terms of reference	N/A	
Delegated authority in respect of officers	Website or hard copy	5p/Sheet
Code of Conduct	Website or hard copy	5p/Sheet
Policy statements	Website or hard copy	5p/Sheet
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Website or hard copy	5p/Sheet
Equality and diversity policy	Website or hard copy	5p/Sheet
Health and safety policy	Website or hard copy	5p/Sheet
Recruitment policies (including current vacancies)	N/A	
Policies and procedures for handling requests for information	Website or hard copy	5p/Sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website or hard copy	5p/Sheet
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	WALC Guidelines	
Data protection policies	Website or hard copy	5p/Sheet
Schedule of charges (for the publication of information)	Website or hard copy	5p/Sheet

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)	Electoral Register – Clerk (view only)	
Assets Register	Website or hard copy	5p/Sheet
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	Website	
Register of gifts and hospitality	Clerk (view only)	
Class 7 – The services we offer		
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	Cemetery Rules – Website Hardcopy – Contact the Clerk	5p/Sheet
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hardcopy – Contact the Clerk	5p/Sheet
Seating, litter bins, clocks, memorials and lighting	Hardcopy – Contact the Clerk	5p/Sheet
Bus shelters	Hardcopy – Contact the Clerk	5p/Sheet
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)	Cemetery Fees and Publication scheme – Website Hardcopy – Contact the Clerk	5p/Sheet

Contact details:

The Parish Council Clerk: Lydia Cox

Tel: 07789 822180 E-mail: gaydonpc@gmail.com

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost 5p
	Photocopying @ 29p per sheet (colour)	Actual cost 29p
	Postage	Actual cost of Royal Mail standard 2 nd class
Other	Cemetery Fees	See Cemetery Rules & Fees