



Northway Community Hub,
 Lee Walk, Northway,
 Tewkesbury, Glos, GL20 8QG.
 Tel/Fax: (01684) 297938
 Email: parish.council@northwaypc.org.uk

**Information available from Northway Parish Council under
 the model publication scheme**

Information to be published	How the info can be obtained	Cost
<p>Class 1 – Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p><i>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</i></p>		
Who's who on the Council and its Committees	Hard copy from Clerk Website Facebook	15p/sheet Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and emails address (if used))	Hard copy from Clerk Website Facebook	15/sheet Free Free
Location of main Council office and accessibility details	Hard copy from Clerk Website Facebook	15p/sheet Free Free
Staffing structure	Hard copy from Clerk Website Facebook	15p/sheet Free Free
<p>Class 2 – What we spend and how we spend it</p> <p>(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>		
Annual return form and report by auditor	Hard copy from Clerk Website	15p/sheet Free

<p>Class 2 – What we spend and how we spend it</p> <p>(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>		
<p>Finalised budget</p>	<p>Hard copy from Clerk</p>	<p>15p/sheet</p>
<p>Precept</p>	<p>Hard copy from Clerk</p>	<p>15p/sheet</p>
<p>Borrowing Approval Letter</p>	<p>Hard copy from Clerk</p>	<p>15p sheet</p>
<p>Financial Standing Orders and Regulations</p>	<p>Hard copy from Clerk Website</p>	<p>15p/sheet Free</p>
<p>Grants given and received</p>	<p>Hard copy from Clerk</p>	<p>15p/sheet</p>
<p>List of current contracts awarded and value of contract</p>	<p>Hard copy from Clerk</p>	<p>15p/sheet</p>
<p>Members' expenses</p>	<p>Hard copy from Clerk</p>	<p>12p/sheet</p>
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
<p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>	<p>Hard copy from Clerk</p>	<p>15p/sheet</p>

<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Hard copy from Clerk Website</p>	<p>15p/sheet Free</p>
<p>Agendas of meetings (as above)</p>	<p>Hard copy from Clerk Website</p>	<p>15p/sheet Free</p>
<p>Minutes of meetings (as above) – <i>nb this will exclude information that is properly regarded as private to the meeting.</i></p>	<p>Hard copy from Clerk Website</p>	<p>15p/sheet Free</p>
<p>Reports presented to council meetings – <i>nb this will exclude information that is properly regarded as private to the meeting.</i></p>	<p>Hard copy from Clerk</p>	<p>15p/sheet</p>
<p>Responses to consultation papers</p>	<p>Hard copy from Clerk</p>	<p>15p/sheet</p>
<p>Responses to planning applications</p>	<p>Hard copy from Clerk TBC web page</p>	<p>15p/sheet Free</p>
<p>Bye-laws</p>	<p>Hard copy from Clerk</p>	<p>15p/sheet</p>
<p>Class 5 – Our policies and procedures</p> <p>(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 Committee and sub committee terms of reference Code of Conduct Policy statements</p>	<p>Hard copy from Clerk Website (w/a)</p>	<p>15p/sheet Free</p>

<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Health and safety policy Policies and procedures for handling requests for info Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy from Clerk</p>	<p>15p/sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy from Clerk</p>	<p>15p/sheet</p>
<p>Data protection policies</p>	<p>Hard copy from Clerk Website</p>	<p>15p/Sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Hard copy from Clerk</p>	<p>15p/sheet</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only. Any publicly available register or list (if any are held this should be publicized; in most circumstances existing access provisions will suffice)</p>		
<p>Assets Register</p>	<p>Hard copy from Clerk Website (w/a)</p>	<p>15p/sheet Free</p>
<p>Register of members' interests</p>	<p>Inspection only Website</p>	<p>Free</p>
<p>Register of gifts and hospitality</p>	<p>Inspection only Website</p>	<p>Free</p>

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		
Community Centres and Village Halls	Inspection Only	Free
Parks, playing fields and recreational facilities	Inspection only	Free
Seating, litter bins, clocks, memorials and lighting	Inspection only	Free
Bus shelters	Inspection only	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy from Clerk	15p/sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 15p per side/sheet (black & white)	Actual cost incurred by the public authority
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
CCTV	Copy (under date protection)	£10.00 minimum charge
Other	Taking enquiries (more than 15 minutes)	£5.00 charge