

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

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Website Hard copy</p>	<p>Free 12p per sheet</p>
<p>Who's who on the Council and its Committees</p>	<p>Website Hard copy</p>	<p>Free Free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website Hard copy Commoner</p>	<p>Free Free Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Website Hard copy</p>	<p>Free Free</p>
<p>Staffing structure</p>	<p>Hard copy</p>	<p>12p per sheet</p>

<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		
Annual return form and report by auditor	Website Hard copy  Noticeboard	Free 12p per sheet Free
Finalised budget	Website Hard copy	Free 12p per sheet
Precept	Website Hard copy	Free 12p per sheet
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website Hard copy	Free 12p per sheet
Grants given and received	Website Hard copy	Free 12p per sheet
List of current contracts awarded and value of contract	Website Hard copy	Free 12p per sheet
Members' allowances and expenses	Website Hard copy	12p per sheet

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Website Hard copy	Free 12p per sheet
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard copy	Free 12p per sheet
Local Council Award Scheme	Website	Free
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> (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 Noticeboards	Free Free Free
Agendas of meetings (as above)	Website Hard copy	Free 12p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 12p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	On inspection Website Hard copy	Free Free 12p per sheet
Responses to consultation papers	On inspection Website Hard copy	Free Free 12p per sheet
Responses to planning applications	Website Hard copy	Free 12p per sheet

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		
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 Hard copies	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 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)	Website Hard copy	Free 12p per sheet
Information security policy	Website Hard copy	Free 12p per sheet
Records management policies (records retention, destruction and archive)	Website Hard copy	Free 12p per sheet
Data protection policies	Website	Free

	Hard copy	12p per sheet
Schedule of charges )for the publication of information)	Website Hard copy	Free 12p per sheet
<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): List of local organisations		
	Website Hard copy	Free 12p per sheet
Assets Register	Website Hard copy	Free 12p per 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)	Not applicable	
Register of members' interests	On inspection On website	
Register of gifts and hospitality	On inspection	
<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		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community Hall charges and hire conditions	Website Hard copy	Free 12p per sheet
Parks, playing fields and recreational facilities	Website	Free

	Hard copy	12p per sheet
Seating	Website	Free
	Hard copy	12p per sheet
Bus shelters	Website	Free
	Hard copy	12p per sheet
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Pitch hire charges and hire conditions	Website	Free
	Hard copy	12p per sheet

**Contact details:**

**The Clerk**

**Rodborough Parish Council**

**Butterrow West**

**Rodorough**

**Stroud**

**GL5 3TZ**

**Tel: 01453762686**

**Fax: 01453767514**

**Email: [clerk@rodborough.gov.uk](mailto:clerk@rodborough.gov.uk)**

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 12p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority