

WOODCHESTER PARISH

PUBLICATION SCHEME

In accordance with provisions of the Freedom of Information Act 2000, local councils are required to make a significant amount of information available routinely to foster proactivity and encourage a greater culture of openness and transparency. The aims of the Publication Scheme and the information available from Woodchester Parish Council are set out in the following List and Guide.

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	From Woodchester Parish Council website www.woodchesterparish.org.uk or from Parish Clerk 01453 833313 Tulip Cottage, Windsoredge Lane, Nailsworth, Glos GL6 0NP Email: clerk@woodchesterparish.org.uk	
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Duschanka Sutherland As above	
Location of main Council office and accessibility details	Tulip Cottage, Windsoredge Lane, Nailsworth, Gloucestershire, GL6 0NP	
Staffing structure	1 parish clerk/contractors	
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	Available from clerk	
Finalised budget	Available from clerk	
Precept	2010/2011 - £11,000	
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	Available from clerk	
Grants given and received	Available from clerk	
List of current contracts awarded and value of contract	Available from clerk	
Members' allowances and expenses	Available from clerk	
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)	Available on website and from the clerk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available on website and from the clerk	
Quality status	Working towards	
Local charters drawn up in accordance with DCLG guidelines	None	
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)	Available on website and from the clerk	
Agendas of meetings (as above)	Website and notice boards	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Available on website and from clerk	

Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Available from clerk	
Responses to consultation papers		
Responses to planning applications	View at http://www.stroud.gov.uk/docs/planning/planning_application_search.asp?did=planning_search Or contact clerk	
Bye-laws	None known	
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	Hard copy	
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) Information security policy Records management policies (records retention, destruction and archive) Data protection policies	Hard copy where available	
Schedule of charges (for the publication of information)	A charge will be made if incidental costs exceed £5	
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
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)	None	
Assets Register	Available from clerk	
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)	Available from clerk	
Register of members' interests	Available from clerk	
Register of gifts and hospitality	Available from clerk	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	None	
Burial grounds and closed churchyards	None	
Community centres and village halls	Village Hall separate organisation see web site	

Parks, playing fields and recreational facilities	None	
Seating, litter bins, clocks, memorials and lighting	Seating, litter bins, war memorial	
Bus shelters	7	
Markets	None	
Public conveniences	Sorry, none	
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	<p>If you require any additional information contact the clerk, Duschanka Sutherland, who will be happy to help.</p> <p>Tulip Cottage, Windsoredge Lane, Nailsworth, Glos, GL6 0NP</p> <p>01453 833313</p> <p>clerk@woodchesterparish.org.uk</p>	

Adopted by Woodchester Parish Council on 4th November 2010, item 11

Chairman.....

Clerk.....