Information available from Corse 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		
Who's who on the Council and its Committees	Available on the Website Hard Copy by contact with the Clerk Email from the Clerk	10p per sheet Free
Contact details for Parish Clerk and Council members (named contacts where possible with email address (if used)),	Available on the Website Hard Copy by contact with the Clerk Email from the Clerk	10p per sheet Free
Location of main Council office and accessibility details: .	Council has no offices; Clerk works from home. Accessibility details are available on the website	
Staffing structure:	Clerk is sole employee	

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 only		
Annual return form and report by auditor	Available on the Website Hard Copy by contact with the Clerk Email from the Clerk	10p per sheet
Finalised budget	Available on the Website Hard Copy by contact with the Clerk Email from the Clerk	10p per sheet Free
Precept	Hard Copy by contact with the Clerk Email from the Clerk	10p per sheet Free
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Available on the Website Hard Copy by contact with the Clerk Email from the Clerk	10p per sheet Free
Grants given and received	Hard Copy by contact with the Clerk	10p per sheet
List of current contracts awarded and value of contract	Hard Copy by contact with the Clerk	10p per sheet
Members' allowances and expenses	Hard Copy by contact with the Clerk	10p per sheet
Income and Expenditure	Available on Website Hard Copy by contact with the Clerk Email from the Clerk	10p per sheet Free

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (if in effect)	Hard Copy by contact with the Clerk Email from the Clerk	10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available on Website Hard Copy by contact with the Clerk Email from the Clerk	 10p per sheet Free
Quality status: (if relevant)	Hard Copy by contact with the Clerk Email from the Clerk	10p per sheet Free
Local charters drawn up in accordance with DCLG guidelines	Hard Copy by contact with the Clerk	10p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Available on the website Hard Copy by contact with the Clerk Email from the Clerk	 10p per sheet Free
Agendas of meetings (as above)	Available on the Website Hard Copy by contact with the Clerk Email from the Clerk	 10p per sheet Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Available on the Website Hard Copy by contact with the Clerk Email from the Clerk	 10p per sheet Free

Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy by contact with the Clerk Email from the Clerk	10p per sheet Free
Responses to consultation papers	Hard Copy by contact with the Clerk Email from the Clerk	10p per sheet Free
Responses to planning applications	Hard Copy by contact with the Clerk Email from the Clerk	10p per sheet Free
Bye-laws	Hard Copy by contact with the Clerk Email from the Clerk	10p 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 Financial Regulations Policy statements	Available on the website Hard Copy by contact with the Clerk Email from the Clerk	 10p per sheet Free
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 Policies and procedures for handling requests for information Complaints procedures	Hard Copy by contact with the Clerk Email from the Clerk	10p per sheet Free
Information security policy	Available on the Website	 10p per sheet

	Hard Copy by contact with the Clerk Email from the Clerk	Free
Records management policies (records retention, destruction and archive)	Hard Copy by contact with the Clerk Email from the Clerk	10p per sheet Free
Data protection policies	Hard Copy by contact with the Clerk Email from the Clerk	10p per sheet Free
Schedule of charges (for the publication of information)	Hard Copy by contact with the Clerk Email from the Clerk	10p per sheet Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list	Hard Copy by contact with the Clerk Email from the Clerk	10p per sheet Free
Assets Register	On website Hard Copy by contact with the Clerk Email from the Clerk	 10p per sheet Free
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	Hard Copy by contact with the Clerk Email from the Clerk	10p per sheet Free
Register of gifts and hospitality	Hard Copy by contact with the Clerk Email from the Clerk	10p per sheet Free

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		
Seating, litter bins, clocks, memorials and lighting	Hard Copy by contact with the Clerk Email from the Clerk	10p per sheet Free
Bus shelters	Hard Copy by contact with the Clerk Email from the Clerk	10p per sheet Free
Agency agreements	Hard Copy by contact with the Clerk Email from the Clerk	10p per sheet 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 by contact with the Clerk Email from the Clerk	10p per sheet Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Miss Vicky Roberts, Clerk & RFO
2 Knights Way, Newent, Gloucestershire, GL8 1QL

parishclerk@corse-pc.gov.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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 25p per sheet (colour)	Actual cost *
	Postage @ 87p	Actual cost of Royal Mail standard 2nd class

* the actual cost incurred by the public authority