

GURNARD PARISH COUNCIL

INFORMATION AVAILABLE UNDER ITS MODEL PUBLICATION SCHEME

INFORMATION TO BE PUBLISHED	INFORMATION SOURCE	COST
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Gurnard News E-mail from Clerk Parish Noticeboard Hard copy from Clerk	Free Free Free Free 10p + postage
Contact details for Parish Clerk and Council members	Website Gurnard News E-mail from Clerk Parish Noticeboard Hard copy from Clerk	Free Free Free Free 10p + postage
Location of main Council office Accessibility details	No Office/Not available Website Gurnard News Parish Noticeboard	N/A Free Free Free
Staffing structure	None/Not available	N/A

INFORMATION TO BE PUBLISHED	INFORMATION SOURCE	COST
Class 2 – What we spend and how we spend it (Financial information - Current and previous financial year)		
Annual return form and report by auditor	Noticeboard at audit Hard Copy from Clerk	Free 10p per sheet + postage
Finalised budget	Website E-mail Hard copy from Clerk	Free Free 10p per sheet + postage
Precept (In Minutes & Accounts)	Website E-mail Hard copy from Clerk	Free Free 10p per sheet + postage
Borrowing Approval letter	No letter/Not available	N/A
Standing Orders and Financial Regulations	Website E-mail Hard copy from Clerk	Free Free 10p per sheet + postage
Grants given and received	Website E-mail Hard copy from Clerk Gurnard News (once)	Free Free 10p per sheet + postage Free
List of current contracts awarded and value of contract	E-mail Hard copy from Clerk	Free 10p per sheet + postage
Members' allowances and expenses	E-mail Hard copy from Clerk	Free 10p per sheet + postage

INFORMATION TO BE PUBLISHED	INFORMATION SOURCE	COST
Class 3 – What our priorities and progress (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained	Cost
Parish Plan	Hard copy from Clerk Website	Free + postage Free
Chairman's Report to Annual Parish Meeting	Website Gurnard News E-mail Hard copy from Clerk	Free Free Free 10p per sheet + postage
Quality Status	Hard copy from Clerk	10p per sheet + postage
Local charters drawn up in accordance with DCLG guidelines	No charters/Not available	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Gurnard News	Free Free
Agendas of meetings (as above)	Noticeboard Website/E-mail Hard copy from Clerk	Free Free 10p + postage
Minutes of meetings	Website/Email Hard copy from Clerk	Free 10p per sheet + postage
Reports presented to council meetings (current meeting only)	Hard copy from Clerk	10p per sheet + postage
Responses to consultation papers (current meeting only)	Hard copy from Clerk	10p per sheet + postage
Responses to planning applications	Minutes	See above
Bye-laws	None/Not available	N/A

INFORMATION TO BE PUBLISHED	INFORMATION SOURCE	COST
Class 5 – Our policies and procedures Current information only		
Financial Regulations & Standing Orders	Website E-mail Hard copy from Clerk}	Free Free 10p per sheet + postage
Committee Terms of Reference	Hard copy from Clerk}	
Delegated authority in respect of officers Code of Conduct	Financial Regs/Standing Orders E-mail Hard copy from Clerk	See above Free 10p per sheet + postage
Other Policy Statements	Hard copy from Clerk	10p per sheet + postage
Policies and procedures for the provision of services and staff:		
Internal policies relating to the delivery of services Equality and Diversity	None/Not available Website Hard copy from Clerk	N/A Free 10p per sheet + postage
Health and Safety Risk Assessments	E-mail Hard copy from Clerk	Free 10p per sheet + postage
Recruitment Policies	N/A	
Policies and procedures for handling requests for information Complaints procedures	None/Not available Website E-mail Hard copy from Clerk	N/A Free Free 10p per sheet + postage
Information security	None/Not available	N/A
Records management policies (records retention, destruction and archive)	None/Not available	N/A
Data protection	None/Not available	N/A
Schedule of charges (for the publication of information)	None/Not available	N/A

INFORMATION TO BE PUBLISHED	INFORMATION SOURCE	COST
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list	None/Not available	N/A
Assets Register	Viewing only (Clerk)	Free
Disclosure log	None/Not available	N/A
Register of members' interests	Viewing only (Clerk) or IW Council	Free
Register of gifts and hospitality	Viewing only (Clerk) or IW Council	Free
Class 7 – The services we offer Current information only		
Allotments	None/Not available	N/A
Burial grounds and closed churchyards	None/Not available	N/A
Village Hall	Village Hall Association Website	N/A Free
Parks, playing fields and recreational facilities	None/Not available	N/A
Seating, litter bins, clocks	Assets Register (viewing only)	Free
Bus shelters	None/Not available	N/A
Markets	None/Not available	N/A
Public conveniences (cleanliness checks only)	E-mail Hard copy from Clerk	Free 10p per sheet + postage
Agency agreements	None/Not available	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None/Not available	N/A

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Paper + copying facility
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None	N/A

Contact details:

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