Twigworth Parish Council

PUBLICATION SCHEME

Information available from Twigworth Parish Council under the Freedom of Information Act model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	(hard copy or website)	
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website	Nil
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website	Nil
Location of main Council office and accessibility details	N/a	N/a
Staffing structure	N/a	N/a
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy or website)	
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Nil
Finalised budget	Website & Hard Copy	Nil
Precept	Website & Hard Copy	Nil
Borrowing Approval letter	N/a	N/a
All items of expenditure above £100		
Financial Standing Orders and Regulations	Website	Nil
Grants given and received	Hardcopy	

List of current contracts awarded and value of contract	N/a	N/a
Members' allowances and expenses	Hardcopy	Nil
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	Website & Hard Copy	Nil
Parish Plan	Website	Nil
Annual Report to Parish or Community Meeting	Website	Nil
Quality status	N/a	N/a
Local charters drawn up in accordance with DLUHC's guidelines	N/a	N/a
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Nil
Agendas of meetings (as above)	Website & Hard Copy	Nil
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website & Hard Copy	Nil
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure		
Responses to consultation papers		
Responses to planning applications	Website & Hardcopy and Tewkesbury Borough Council - Planning Portal	Nil

Bye-laws	N/a	N/a
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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	Nil
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	Nil
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Hardcopy	N/a
Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		
Assets register, including details of public land and building assets		
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice		

Register of members' interests	Website	Nil
Register of gifts and hospitality	N/a	N/a
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	(hard copy or website; some information may only be available by inspection)	
Allotments	N/a	N/a
Burial grounds and closed churchyards	N/a	N/a
Community centres and village halls	N/a	N/a
Parks, playing fields and recreational facilities	N/a	N/a
Seating, litter bins, clocks, memorials and lighting	N/a	N/a
Bus shelters		
Markets	N/a	N/a
Public conveniences	N/a	N/a
Agency agreements	N/a	N/a
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/a	N/a
Additional Information Information not itemised in the lists above	N/a	N/a

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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred