

# 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
<b>Class1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	From Woodchester Parish Council website <a href="http://www.woodchesterparish.org.uk">www.woodchesterparish.org.uk</a> or from Parish Clerk 01453 873456 6 Beech Grove, Woodchester, Stroud, Glos. GL5 5NL Email: <a href="mailto:clerk@woodchesterparish.org.uk">clerk@woodchesterparish.org.uk</a>	
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))	Ann Bijkerk As above	
Location of main Council office and accessibility details	6 Beech Grove, Woodchester, Stroud, Glos. GL5 5NL	
Staffing structure	1 parish clerk/contractors	
<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	Available from clerk	
Finalised budget	Available from clerk	
Precept	2013/14 - £10,557	
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	
<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)	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	
<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)	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	Available from clerk	

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Responses to consultation papers		
Responses to planning applications	View at <a href="http://www.stroud.gov.uk/docs/planning/planning_application_search.asp?did=planning_search">http://www.stroud.gov.uk/docs/planning/planning_application_search.asp?did=planning_search</a> or contact clerk	
Bye-laws	None known	
<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:	Hard copy	
Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff:	Hard copy where available	
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		
Schedule of charges (for the publication of information)	A charge will be made if incidental costs exceed £5	
<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)	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 on website and from clerk	
Register of gifts and hospitality	Available from clerk	
<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	(hard copy or website; some information may only be available by inspection)	
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	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	If you require any additional information contact the clerk, Ann Bijkerk, who will be happy to help.  6 Beech Grove, Woodchester, Stroud, Gloucestershire. GL5 5NL  01453 873456  clerk@woodchesterparish.org.uk	

Reviewed by Woodchester Parish Council on 7<sup>th</sup> March 2013, item 2013/39

Chairman.....

Clerk.....