



Cainscross Town Council

Cashes Green & Ebley

Information available from Cainscross Town Council under the model publication scheme

Adopted 25th November 2019 FC204/19

Next Review Date: November 2020

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 N.B. Councils should already be publishing as much information as possible about how they can be contacted	Website Hard Copy	Free 12p per sheet
Who's who on the Council and its Committees	Website Hard Copy	Free Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free Free
Location of main Council office and accessibility details	Website Hard Copy	Free Free
Staffing structure	Website Hard Copy	Free 12p per sheet

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	Website Hard Copy Noticeboard	Free 12p per sheet Free
Finalised budget	Website Hard Copy	Free 12p per sheet
Precept	Website Hard Copy	Free 12p per sheet
Financial Standing Orders and Regulations	Website Hard Copy	Free 12p per sheet
Grants given (available from the office) Grants Received	Hard Copy Website	12p per sheet Free
List of current contracts awarded and value of contract	Hard Copy Website	12p per sheet Free
Members' allowances and expenses	Hard Copy Website	12p 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 (current and previous year as a minimum)	Obtain from the Clerk	12p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 12p per sheet
Local charters drawn up in accordance with DCLG guidelines	N/A	
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)	Website/Noticeboards	Free
Agendas of meetings (as above)	Website/Noticeboards Hard Copy	12p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private in the meeting	Website Hard Copy	12p per sheet
Responses to consultation papers	Hard Copy	12p per sheet
Responses to planning applications	Hard Copy Website	12p per sheet Free
Bye-laws	GCC Website	Free
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	

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website Hard copies</p>	<p>Free 12p per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>GAPTC Website Hard Copies</p>	<p>Free Free 12p per sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard Copy</p>	<p>12p per sheet</p>
<p>Data protection policies</p>	<p>Hard Copy</p>	<p>12p per sheet</p>
<p>Schedule of charges) for the publication of information)</p>	<p>Hard Copy</p>	<p>Free</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>hard copy or website; some information may only be available by inspection)</p>	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions</p>	<p>Hard Copy</p>	<p>12p per sheet</p>

will suffice)		
Assets Register	Website Hard Copy	12p per sheet
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)	Obtain from Clerk	12p per sheet
Register of members' interests	Website On Inspection	
Register of gifts and hospitality	On Inspection	
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		
Allotments	Website	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, & lighting	Website	
Bus shelters	Website	
Agency agreements	Obtain from Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees	Obtain from Clerk	

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 12p per A4 sheet and 20p per A3 sheet (black & white)	Actual cost *
	Photocopying @ 20p per A4 sheet and 25p per A3 sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

Contact details: The Clerk to Cainscross Town Council, Pavilion in the Park, Victory Park, Lower Church Road,

Cainscross, Stroud, GL5 4JE

Telephone: 01453 756036 e-mail: clerk@cainscross-pc.gov.uk

www.cainscross-pc.gov.uk

*Actual Cost incurred by the public authority