

Information available from Charlton Kings Parish Council

Last updated: January 2020 (Approved at Full Council meeting on 27th January 2020 – Minute 187/19/20)

Schedule of Publications based on the Information Commissioner Office’s model publication scheme

Information available	How the information can be obtained
<u>Class1 - Who we are and what we do</u>	
Who’s who on the Council and its Committees	Available on Website: <i>Councillors</i> https://www.charltonkingsparishcouncil.gov.uk/councillors.html
Contact details for Parish Clerk and Council Members.	Available on Website: <i>Home and Contact Us</i> https://www.charltonkingsparishcouncil.gov.uk/ https://www.charltonkingsparishcouncil.gov.uk/contact-us.html Available on Website: <i>Councillors</i> https://www.charltonkingsparishcouncil.gov.uk/councillors.html
Location of Council office and times of opening	Available on Website: <i>Home</i> https://www.charltonkingsparishcouncil.gov.uk/
<u>Class 2 – What we spend and how we spend it</u>	
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) (Current and previous financial year)	
Annual return form and report by internal and external auditors	Available on Website: <i>Finance</i> https://www.charltonkingsparishcouncil.gov.uk/finance.html
Finalised budget: The budget for the year ahead is approved by Council in January each year. The current year’s budget is available from the Website.	Available on Website: <i>Finance</i> https://www.charltonkingsparishcouncil.gov.uk/finance.html
Precept: This is the information that the Clerk submits annually to the Borough Council.	Available on Website: <i>Finance</i>

	https://www.charltonkingsparishcouncil.gov.uk/finance.html
Borrowing Approval letter and Business Case - Stanton Room Project	Hard copy of approval letter available to view at Parish Office on application to the Clerk.
Financial Standing Orders and Regulations	Available on Website: <i>Policies and Procedures</i> https://www.charltonkingsparishcouncil.gov.uk/policies-and-procedures.html
Grants given and received: Summary for previous Financial Year together with the Charlton Kings Parish Council Small Grant Scheme: Rules and Application Form.	Available on Website: <i>Community Grants</i> https://www.charltonkingsparishcouncil.gov.uk/community-grants1.html
List of current contracts awarded and value of contract	Hard copy available to view at Parish Office on application to the Clerk (subject to commercial confidentiality).
Annual summary statement of Councillors' allowances, expenses and reimbursements.	Hard copy available to view at Parish Office on application to the Clerk. Councillors may claim up to £50 per year towards printing and office costs.
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Strategy: Contained in Charlton Kings Parish Strategy 2018-22	Available on Website: <i>What we do - the Parish Plan and Beyond</i> https://www.charltonkingsparishcouncil.gov.uk/parish-plan.html
Parish Plan: Parish Plan published in April 2017 following consultation with local residents	Available on Website: <i>What we do - the Parish Plan and Beyond</i> https://www.charltonkingsparishcouncil.gov.uk/parish-plan.html
Annual Report to May Parish Meeting. Chairman's Statement	Available on Website: <i>What we do - the Parish Plan and Beyond</i> https://www.charltonkingsparishcouncil.gov.uk/parish-plan.html
Local charters drawn up in accordance with DCLG guidelines. C5 Charter between Cheltenham Borough Council and the 5 Cheltenham Parish Councils. The Gloucestershire Charter 5 th edition - a charter between Gloucestershire County Council and the parish and town councils of Gloucestershire.	Available on Website: <i>About the Council</i> https://www.charltonkingsparishcouncil.gov.uk/the-council.html
Class 4 – How we make decisions Decision making processes and records of decisions) (Current and previous year)	
Timetable of meetings (Council, committees/sub-committees, and Parish Meeting)	Available on Website: <i>Council Meetings Diary</i> https://www.charltonkingsparishcouncil.gov.uk/council-meetings.html
Agendas of meetings (as above)	Available on Website: <i>Council Meetings Diary</i> https://www.charltonkingsparishcouncil.gov.uk/council-

	meetings.html
Minutes of meetings (as above) Excluding information properly regarded as private to the meeting.	Available on Website: <i>Council Meetings Diary</i> https://www.charltonkingsparishcouncil.gov.uk/council-meetings.html
Reports presented to Council meetings. Excluding information properly regarded as private to the meeting.	Available on Website: <i>Council Meetings Diary</i> https://www.charltonkingsparishcouncil.gov.uk/council-meetings.html
Responses to consultation papers	Hard copy available to view at Parish Office on application to the Clerk.
Responses to planning applications. Minutes of Planning committee meetings.	Available on Website: <i>Council Meetings Diary</i> https://www.charltonkingsparishcouncil.gov.uk/council-meetings.html
<u>Class 5 – Our policies and procedures</u> (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	Available on Website: <i>Policies and Procedures</i> https://www.charltonkingsparishcouncil.gov.uk/policies-and-procedures.html
Committee and sub-committee terms of reference. ‘Duties and Powers’ paper	Available on Website: <i>Policies and Procedures</i> https://www.charltonkingsparishcouncil.gov.uk/policies-and-procedures.html
Delegated authority in respect of officers See - ‘Procedural Standing Orders’ Section 3 Proper Officer i - xviii	Available on Website: <i>Policies and Procedures</i> https://www.charltonkingsparishcouncil.gov.uk/policies-and-procedures.html
Code of Members’ Conduct	Available on Website: <i>Policies and Procedures</i> https://www.charltonkingsparishcouncil.gov.uk/policies-and-procedures.html
Policy statements: Communications Strategy	Available on Website: <i>Policies and Procedures</i> https://www.charltonkingsparishcouncil.gov.uk/policies-and-procedures.html
Policies and procedures for the provision of services and about the employment of staff	

Internal policies relating to the delivery of services	Available on Website: <i>Policies and Procedures</i> https://www.charltonkingsparishcouncil.gov.uk/policies-and-procedures.html
Policies and procedures for managing requests for information	Available on Website: <i>Policies and Procedures</i> https://www.charltonkingsparishcouncil.gov.uk/policies-and-procedures.html
Schedule of charges for the publication of information	Set out at the end of this Schedule of Publications which is included on the website: <i>Policies and Procedures</i> https://www.charltonkingsparishcouncil.gov.uk/policies-and-procedures.html
Complaints procedures (including those covering requests for information and operating the publication scheme)	Available on Website: <i>Policies and Procedures</i> https://www.charltonkingsparishcouncil.gov.uk/policies-and-procedures.html
Information security policy	Available on Website: <i>Policies and Procedures</i> https://www.charltonkingsparishcouncil.gov.uk/policies-and-procedures.html
Data protection policies	Available on Website: <i>Policies and Procedures</i> https://www.charltonkingsparishcouncil.gov.uk/policies-and-procedures.html
Records management policies (records retention, destruction and archive)	Available on Website: <i>Policies and Procedures</i> https://www.charltonkingsparishcouncil.gov.uk/policies-and-procedures.html
Equality and diversity policy Equalities Statement	Available on Website: <i>Policies and Procedures</i> https://www.charltonkingsparishcouncil.gov.uk/policies-and-procedures.html
Health and safety policy	Available on Website: <i>Policies and Procedures</i> https://www.charltonkingsparishcouncil.gov.uk/policies-and-procedures.html
Recruitment policies (including current vacancies)	Available on Website: <i>Policies and Procedures</i> https://www.charltonkingsparishcouncil.gov.uk/policies-and-procedures.html When applicable, vacancies are advertised on the Home and News pages of the website, via social media, Parish Noticeboards and Newsletter.
Class 6 – Lists and Registers Currently maintained lists and registers only	N.B. Some information available only by inspection.

Assets Register	Hard copy available to view at Parish Office on application to the Clerk.
Register of members' interests. All Members register their Personal Interests when joining the Council and are required to keep their register updated.	Summary available on website. Hard copy available to view at Parish Office on application to the Clerk. https://www.charltonkingsparishcouncil.gov.uk/councillors.html
Register of gifts and hospitality received Annual summary for previous year.	Hard copy available to view at Parish Office on application to the Clerk.
<u>Class 7 – The services we offer</u> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	N.B. some information available only by inspection
Parish Council website	Information about meetings and other events and issues is posted on the News page on our website which feeds directly to our social media accounts (Facebook and Twitter) https://www.charltonkingsparishcouncil.gov.uk/news.html We also have designate pages on the website regarding specific issues eg Charlton Kings Environment Page https://www.charltonkingsparishcouncil.gov.uk/charlton-kings-environment.html
Social Media Facebook and Twitter accounts	As above. Actively updated and direct news feed from website
Noticeboards	We have a number of designated noticeboards distributed across the Parish where we post agendas and posters about Parish Council events and issues.
Parish Council Newsletter	We produce a monthly Newsletter which is published on our website and our social media feeds and displayed on our Noticeboards. Hard copies are available free of charge in the Parish Office. Available on Website: <i>What we do - the Parish Plan and Beyond</i> https://www.charltonkingsparishcouncil.gov.uk/parish-plan.html
Local Press	We have a monthly article in The Local Answer which is distributed to 43,000 homes across Cheltenham
Allotments: 230 allotments on 4 sites (Croft, Haver, Ryeworth, Sappercombe), covering 3.3 Ha. Application form, tenancy terms and conditions, and tenancy agreement; Rules and Conditions booklet.	Available on Website: <i>Allotments Page</i> https://www.charltonkingsparishcouncil.gov.uk/allotments.html , <i>Documents</i>
The Stanton Suite Hall and Conference Room available for hire by community groups.	Hire charges, availability and booking form available on website:

	<i>Halls for Hire</i> https://www.charltonkingsparishcouncil.gov.uk/halls-for-hire.html
Bus shelters: The Parish Council has provided and maintains a number of bus shelters.	All assets (bus shelters, grit bins, noticeboards, etc) owned by the Parish Council are marked with “asset stickers” which show ownership and have contact details to report faults or issues.
Public toilets: The Parish Council maintains two public toilets in Church Piece, for which there is no charge.	These are located on the outside of the Parish Council Office building and reports of issues/faults are directed to office staff.
Winter pavement salting/gritting: In conjunction with local businesses, pavements in Lyefield Road West, Church Piece, and Cirencester Road/Croft Road.	All assets (bus shelters, grit bins, noticeboards, etc) owned by the Parish Council are marked with “asset stickers” which show ownership and have contact details to report faults or issues.
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Additional Information is, and will be, published on the Website

SCHEDULE OF CHARGES

No charge will be made for providing printed copies of information that will take less than 30 minutes of staff time to print/copy and collate.
Making hard copies that would take longer than 30 minutes of officer time will be charged, pro rata, at the rate of £50/hour.
Unless otherwise stated, all information posted on the Website is available as a printed copy at the above rates.

January 2020