

Information available from Charlton Kings Parish Council

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>
Contact details for Parish Clerk and Council Members.	Available on Website: <i>Contact Us</i>
Location of Council office and times of opening	Available on Website: <i>Home</i>
<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>
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.	Hard copy available
Precept: This is the information that the Clerk submits annually to the Borough Council.	Hard copy available
Borrowing Approval letter and Business Case - Stanton Room Project	Hard copy of approval letter available.
Financial Standing Orders and Regulations	Available on Website: <i>Documents</i>
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>Documents</i>
List of current contracts awarded and value of contract	Hard copy available (subject to commercial confidentiality).

Annual summary statement of Councillors' allowances, expenses and reimbursements.	Hard copy available where applicable. Councillors do not currently receive allowances or expenses.
<u>Class 3 – What our priorities are and how we are doing</u> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Strategy: Contained in Charlton Kings Parish Strategy 2014-18	Available on Website: <i>Documents</i>
Parish Plan: Parish Plan published in April 2017 following consultation with local residents	Available on Website: <i>Documents</i>
Annual Report to May Parish Meeting. Chairman's Statement	Available on Website: <i>Documents</i>
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:3 <i>Documents</i> Available on Website: <i>Documents</i>
<u>Class 4 – How we make decisions</u> 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>
Agendas of meetings (as above)	Available on Website: <i>Council Meetings Diary / Agendas</i>
Minutes of meetings (as above) Excluding information properly regarded as private to the meeting.	Available on Website: <i>Council Meetings Diary / Minutes</i>
Reports presented to Council meetings. Excluding information properly regarded as private to the meeting.	Available on website: <i>Council Meetings Diary / Minutes</i>
Responses to consultation papers	Hard copy available
Responses to planning applications. Minutes of Planning committee meetings.	Available on Website: <i>Council Meetings Diary / Minutes / Planning</i>
<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>Documents</i>
Committee and sub-committee terms of reference. 'Duties and Powers' paper	Available on Website: <i>Documents</i>
Delegated authority in respect of officers See - 'Procedural Standing Orders' Section 3 Proper Officer i - xviii	Available on Website: <i>Documents</i>

Code of Members' Conduct	Available on Website: <i>Documents</i>
Policy statements: Communications Strategy	Available on Website: <i>Documents</i>
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>Documents</i>
Policies and procedures for managing requests for information	Available on Website: <i>Documents / Access to Information</i>
Schedule of charges for the publication of information	Part of this document – see below
Complaints procedures (including those covering requests for information and operating the publication scheme)	Available on Website: <i>Documents</i>
Information security policy	Available on Website: <i>Documents</i>
Data protection policies	Available on Website: <i>Documents</i>
Records management policies (records retention, destruction and archive)	In draft
Equality and diversity policy Equalities Statement	Available on Website: <i>Documents</i>
Health and safety policy	Available on Website: <i>Documents</i>
Recruitment policies (including current vacancies)	Available on Website: <i>Documents</i>
<u>Class 6 – Lists and Registers</u> Currently maintained lists and registers only	N.B. Some information available only by inspection.
Assets Register	Hard copy available
Register of members' interests. All Members register their Personal Interests when joining the Council and are required to keep their register updated.	Available on Website: <i>Documents</i>
Register of gifts and hospitality received Annual summary for previous year.	Hard copy available
<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
Editorial Newsletter The Local Answer published monthly	Distributed to 43,000 homes across Cheltenham
Social Media Facebook and Twitter accounts	Actively updated and direct feed from website
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, 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, Documents</i>
Bus shelters: The Parish Council has provided and maintains a number of bus shelters.	
Public toilets: The Parish Council maintains two public toilets in Church Piece, for which there is no charge.	
Winter pavement salting/gritting: In conjunction with local businesses, pavements in Lyefield Road West, Church Piece, and Cirencester Road/Croft Road.	
<u>Additional Information</u> 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 2018