Information available from Hucclecote Parish Council under the model publication scheme.

Information published	How the information can be obtained.	Cost for hardcopy	
Class 1 - Who we are and what we do			
(Organisational Information, structures, locations and contacts)			
Who's who on the Council and its Committees	Website/Minutes	25p	per copy
Contact details for Parish Clerk and Council members	Website	25p	per copy
Location of main Council office and accessibility details	Website/Noticeboards	25p	per copy
Staffing structure	By prior arrangement with Clerk	25p	per copy
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.)			
	By written request		
Current and previous financial year.	PDF/Hardcopy	25p	per copy
Annual return and report by auditor	PDF/Hardcopy	1.50	per copy
Finalised budget	PDF/Hardcopy	25p	per copy
Precept	PDF/Hardcopy	25p	per copy
Financial Standing Orders and Regulations	PDF/Hardcopy	1.50	per copy
Grants given and received	In minutes on Website	25p	per copy
List of current contracts awarded and value of contract	No contracts		
Members' allowances and expenses	By prior arrangement with Clerk	25p	per copy
Class 3 - What our priorities are and how we are doing			
(Stregies and plans, performance indicators, audits, inspections and reviews)			
Annual Report to Parish	Website/Noticeboards	50p	per copy

Class 4 - How we make decisions			
(Decision making processes and records of decisions)			
Timetable of meetings (Council and committees)	Website/notice boards/social media pages	25p	per copy
Agendas of meetings (as above)	Website/current month on notice boards	50p	per copy
Minutes of meetings (as above)	Website/current month on notice boards	1.50	per copy
Reports presented to council meetings(excluding confidential items)	By prior arrangement with Clerk	25p	per copy
Responses to consultation papers	By prior arrangement with Clerk	25p	per copy
Responses to planning applications	Minutes on Website/TBC planning portal	25p	per copy
Class 5 - Our policies and procedures			
(Current written protocols, policies and procedures for delivering services and responsibilities)			
Policies and procedures for the conduct of council business:			
Procedural standing orders	Website/hardcopy	1.50	per copy
Committee and sub-committee terms of reference	No committees		
Delegated authority in respect of officers	None		
Code of conduct	Website/hardcopy	2.00	per copy
Financial Regulations	Website/hardcopy	2.00	per copy
The effective management of recording meetings	Website/hardcopy	1.50	per copy
Social Media Policy	Website/hardcopy	1.50	per copy
Safeguarding Policy	Website/hardcopy	1.50	per copy
Volunteer Policy	Website/hardcopy	1.50	per copy
Policies and procedures for the provision of services and about the employment of staff:			
Internal policies relating to the delivery of services	For costs over £1000 gain 3 quotes. Decisions taken at full council meetings.		
Equality and diversity policy			
Health and safety policy	Hardcopy		
Recruitment policies			
Policies and procedures for handling requests for information			
Complaints procedure	Website/hardcopy		
Information security policy	Regular back-ups for computers. Office locked and building alarmed.		
Records management policies (records retention, destruction and archive)			
Data protection policies	Website		
Schedule of charges for the publication of information	As per this document.		

Class 6 - Lists and Registers

Any publicly available register or list			
Assets Register	By prior arrangement with Clerk	50p	per copy
Register of members' interests	By prior arrangement with Clerk	50p	per copy
Register of gifts and hospitality	By prior arrangement with Clerk	50p	per copy

Class 7 - The services we offer

Village Hall & play area	Pineholt Village Hall, Bird Road, Hucclecote, Glos.		
Seating, litter bins	By prior arrangement with Clerk	50p	per copy
Bus shelters	By prior arrangement with Clerk	50p	per copy
Grass cutting (Highways)	By prior arrangement with Clerk	50p	per copy

Additional information

Audio recordings of Council meetings (kept for 12 months)	By written request	£20.00	CD/DVD
	Please see Rules for the effective management of recording		