

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/minutes/noticeboards				25p	per copy		
Location of main Council office and accessibility details				Website/Noticeboards/Social media				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 /Website				25p	per copy		
Annual return and report by auditor				PDF/Hardcopy/Website				1.50	per copy		
Finalised budget				PDF/Hardcopy/Website				25p	per copy		
Precept				PDF/Hardcopy/Website				25p	per copy		
Financial Standing Orders and Regulations				PDF/Hardcopy/Website				1.50	per copy		
Grants given and received				In minutes on Website				25p	per copy		
List of current contracted projects awarded and value of contract				No contracts 2020							
Members' allowances and expenses				By prior arrangement with Clerk				25p	per copy		
Class 3 - What our priorities are and how we are doing											
(Strategies 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				Website								
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.								

