



Information available from Churcham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Information available from: <ul style="list-style-type: none"> • The website at www.churchamparishcouncil.org.uk • The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX 	<ul style="list-style-type: none"> • It is free to access information from the Parish Council's website. • It is free to receive written details via email from the clerk • B&W Photocopies and printouts cost 10p per sheet • Colour Photocopies and printouts at 25p per sheet • Actual cost of Royal Mail standard 2nd class
Contact details for Parish Council Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Information available from: <ul style="list-style-type: none"> • The website at www.churchamparishcouncil.org.uk • The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX 	<ul style="list-style-type: none"> • It is free to access information from the Parish Council's website. • It is free to receive written details via email from the clerk • B&W Photocopies and printouts cost 10p per sheet • Colour Photocopies and printouts at 25p per sheet

		<ul style="list-style-type: none"> Actual cost of Royal Mail standard 2nd class
Location of main Council office and accessibility details	<p>Information available from:</p> <ul style="list-style-type: none"> The website at www.churchamparishcouncil.org.uk The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX 	<ul style="list-style-type: none"> It is free to access information from the Parish Council's website. It is free to receive written details via email from the clerk B&W Photocopies and printouts cost 10p per sheet Colour Photocopies and printouts at 25p per sheet Actual cost of Royal Mail standard 2nd class
Staffing structure	<p>Information available from:</p> <ul style="list-style-type: none"> The website at www.churchamparishcouncil.org.uk The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX 	<ul style="list-style-type: none"> It is free to access information from the Parish Council's website. It is free to receive written details via email from the clerk B&W Photocopies and printouts cost 10p per sheet Colour Photocopies and printouts at 25p per sheet Actual cost of Royal Mail standard 2nd class
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>	(hard copy or website)	

Current and previous financial year as a minimum		
Annual return form and report by auditor	<p>Information available from:</p> <ul style="list-style-type: none"> • The website at www.churchamparishcouncil.org.uk • The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX 	<ul style="list-style-type: none"> • It is free to access information from the Parish Council's website. • It is free to receive written details via email from the clerk • B&W Photocopies and printouts cost 10p per sheet • Colour Photocopies and printouts at 25p per sheet • Actual cost of Royal Mail standard 2nd class
Finalised budget	<p>Information available from:</p> <ul style="list-style-type: none"> • The website at www.churchamparishcouncil.org.uk • The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX 	<ul style="list-style-type: none"> • It is free to access information from the Parish Council's website. • It is free to receive written details via email from the clerk • B&W Photocopies and printouts cost 10p per sheet • Colour Photocopies and printouts at 25p per sheet • Actual cost of Royal Mail standard 2nd class
Precept	<p>Information available from:</p> <ul style="list-style-type: none"> • The website at www.churchamparishcouncil.org.uk 	<ul style="list-style-type: none"> • It is free to access information from the Parish Council's website.

	<ul style="list-style-type: none"> The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX 	<ul style="list-style-type: none"> It is free to receive written details via email from the clerk B&W Photocopies and printouts cost 10p per sheet Colour Photocopies and printouts at 25p per sheet Actual cost of Royal Mail standard 2nd class
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	<p>Information available from:</p> <ul style="list-style-type: none"> The website at www.churchamparishcouncil.org.uk The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX 	<ul style="list-style-type: none"> It is free to access information from the Parish Council's website. It is free to receive written details via email from the clerk B&W Photocopies and printouts cost 10p per sheet Colour Photocopies and printouts at 25p per sheet Actual cost of Royal Mail standard 2nd class
Grants given and received	<p>Information available from:</p> <ul style="list-style-type: none"> The website at www.churchamparishcouncil.org.uk The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX 	<ul style="list-style-type: none"> It is free to access information from the Parish Council's website. It is free to receive written details via email from the clerk B&W Photocopies and printouts cost 10p per sheet Colour Photocopies and printouts at 25p per sheet

		<ul style="list-style-type: none"> Actual cost of Royal Mail standard 2nd class
List of current contracts awarded and value of contract	<p>Information available from:</p> <ul style="list-style-type: none"> The website at www.churchamparishcouncil.org.uk The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX 	<ul style="list-style-type: none"> It is free to access information from the Parish Council's website. It is free to receive written details via email from the clerk B&W Photocopies and printouts cost 10p per sheet Colour Photocopies and printouts at 25p per sheet Actual cost of Royal Mail standard 2nd class
Members' allowances and expenses	<p>Information available from:</p> <ul style="list-style-type: none"> The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX 	<ul style="list-style-type: none"> It is free to access information from the Parish Council's website. It is free to receive written details via email from the clerk B&W Photocopies and printouts cost 10p per sheet Colour Photocopies and printouts at 25p per sheet Actual cost of Royal Mail standard 2nd class
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	

Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<p>Information available from:</p> <ul style="list-style-type: none"> • The website at www.churchamparishcouncil.org.uk • The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX 	<ul style="list-style-type: none"> • It is free to access information from the Parish Council's website. • It is free to receive written details via email from the clerk • B&W Photocopies and printouts cost 10p per sheet • Colour Photocopies and printouts at 25p per sheet • Actual cost of Royal Mail standard 2nd class
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	This can be obtained from Gloucestershire County Council	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	

<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>Information available from:</p> <ul style="list-style-type: none"> • The website at www.churchamparishcouncil.org.uk • The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX • Parish Noticeboards 	<ul style="list-style-type: none"> • It is free to access information from the Parish Council’s website. • It is free to view information on noticeboards • It is free to receive written details via email from the clerk • B&W Photocopies and printouts cost 10p per sheet • Colour Photocopies and printouts at 25p per sheet • Actual cost of Royal Mail standard 2nd class
<p>Agendas of meetings (as above)</p>	<p>Information available from:</p> <ul style="list-style-type: none"> • The website at www.churchamparishcouncil.org.uk • The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX • Parish Noticeboards • Parish Council Meetings 	<ul style="list-style-type: none"> • It is free to access information from the Parish Council’s website. • It is free to view information on noticeboards • It is free to receive written details via email from the clerk • B&W Photocopies and printouts cost 10p per sheet • Colour Photocopies and printouts at 25p per sheet • Actual cost of Royal Mail standard 2nd class
<p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Information available from:</p> <ul style="list-style-type: none"> • The website at www.churchamparishcouncil.org.uk 	<ul style="list-style-type: none"> • It is free to access information from the Parish Council’s website.

	<ul style="list-style-type: none"> • The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX • Draft minutes are available on parish noticeboards • Minutes of meetings older than six years can be found at Gloucestershire Archives 	<ul style="list-style-type: none"> • It is free to view information on noticeboards • It is free to receive written details via email from the clerk • B&W Photocopies and printouts cost 10p per sheet • Colour Photocopies and printouts at 25p per sheet • Actual cost of Royal Mail standard 2nd class
<p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Information available from:</p> <ul style="list-style-type: none"> • The website at www.churchamparishcouncil.org.uk • The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX 	<ul style="list-style-type: none"> • It is free to access information from the Parish Council’s website. • It is free to receive written details via email from the clerk • B&W Photocopies and printouts cost 10p per sheet • Colour Photocopies and printouts at 25p per sheet • Actual cost of Royal Mail standard 2nd class
<p>Responses to consultation papers</p>	<p>Information available from:</p> <ul style="list-style-type: none"> • The website at www.churchamparishcouncil.org.uk • The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to 	<ul style="list-style-type: none"> • It is free to access information from the Parish Council’s website. • It is free to receive written details via email from the clerk • B&W Photocopies and printouts cost 10p per sheet

	Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX	<ul style="list-style-type: none"> • Colour Photocopies and printouts at 25p per sheet • Actual cost of Royal Mail standard 2nd class
Responses to planning applications	<p>Information available from:</p> <ul style="list-style-type: none"> • The website within the minutes of meetings at www.churchamparishcouncil.org.uk • The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX 	<ul style="list-style-type: none"> • It is free to access information from the Parish Council's website. • It is free to receive written details via email from the clerk • B&W Photocopies and printouts cost 10p per sheet • Colour Photocopies and printouts at 25p per sheet • Actual cost of Royal Mail standard 2nd class
Bye-laws	N/A	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
Policies and procedures for the conduct of council business:	<p>Information available from:</p> <ul style="list-style-type: none"> • The website at www.churchamparishcouncil.org.uk 	<ul style="list-style-type: none"> • It is free to access information from the Parish Council's website.

<p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Information available from:</p> <ul style="list-style-type: none"> The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX 	<ul style="list-style-type: none"> It is free to receive written details via email from the clerk B&W Photocopies and printouts cost 10p per sheet Colour Photocopies and printouts at 25p per sheet Actual cost of Royal Mail standard 2nd class
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and 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>Information available from:</p> <ul style="list-style-type: none"> The website at www.churchamparishcouncil.org.uk The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX 	<ul style="list-style-type: none"> It is free to access information from the Parish Council's website. It is free to receive written details via email from the clerk B&W Photocopies and printouts cost 10p per sheet Colour Photocopies and printouts at 25p per sheet Actual cost of Royal Mail standard 2nd class
<p>Information security policy</p>	<p>Information available from:</p> <ul style="list-style-type: none"> The website at www.churchamparishcouncil.org.uk <p>Information available from:</p>	<ul style="list-style-type: none"> It is free to access information from the Parish Council's website. It is free to receive written details via email from the clerk

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Records management policies (records retention, destruction and archive)	<p>Information available from:</p> <ul style="list-style-type: none"> The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX 	<ul style="list-style-type: none"> It is free to access information from the Parish Council's website. It is free to receive written details via email from the clerk B&W Photocopies and printouts cost 10p per sheet Colour Photocopies and printouts at 25p per sheet Actual cost of Royal Mail standard 2nd class
Data protection policies	<p>Information available from:</p> <ul style="list-style-type: none"> The website at www.churchamparishcouncil.org.uk The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX 	<ul style="list-style-type: none"> It is free to access information from the Parish Council's website. It is free to receive written details via email from the clerk B&W Photocopies and printouts cost 10p per sheet Colour Photocopies and printouts at 25p per sheet Actual cost of Royal Mail standard 2nd class

Schedule of charges (for the publication of information)	Information available from: <ul style="list-style-type: none"> The website at www.churchamparishcouncil.org.uk The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX 	<ul style="list-style-type: none"> It is free to access information from the Parish Council's website. It is free to receive written details via email from the clerk B&W Photocopies and printouts cost 10p per sheet Colour Photocopies and printouts at 25p per sheet Actual cost of Royal Mail standard 2nd class
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Information available from: <ul style="list-style-type: none"> The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX 	<ul style="list-style-type: none"> It is free to access information from the Parish Council's website. It is free to receive written details via email from the clerk B&W Photocopies and printouts cost 10p per sheet Colour Photocopies and printouts at 25p per sheet Actual cost of Royal Mail standard 2nd class
Assets register	Information available from:	<ul style="list-style-type: none"> It is free to access information from the Parish Council's website.

	<ul style="list-style-type: none"> • The website at www.churchamparishcouncil.org.uk • The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX 	<ul style="list-style-type: none"> • It is free to receive written details via email from the clerk • B&W Photocopies and printouts cost 10p per sheet • Colour Photocopies and printouts at 25p per sheet • Actual cost of Royal Mail standard 2nd class
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)	N/A	
Register of members' interests	<p>Information available from:</p> <ul style="list-style-type: none"> • The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX 	<ul style="list-style-type: none"> • It is free to receive written details via email from the clerk • B&W Photocopies and printouts cost 10p per sheet • Colour Photocopies and printouts at 25p per sheet • Actual cost of Royal Mail standard 2nd class
Register of gifts and hospitality	<p>Information available from:</p> <ul style="list-style-type: none"> • The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX 	<ul style="list-style-type: none"> • It is free to receive written details via email from the clerk • B&W Photocopies and printouts cost 10p per sheet • Colour Photocopies and printouts at 25p per sheet • Actual cost of Royal Mail standard 2nd class

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	<p>Information available from:</p> <ul style="list-style-type: none"> The Parish Council Clerk by emailing clerk@churchamparishcouncil.org.uk; OR, A HARD COPY IS AVAILABLE by writing to Churcham Parish Council, Mount Pleasant, Viney Woodside, Glos, GL15 4LX 	<ul style="list-style-type: none"> It is free to receive written details via email from the clerk B&W Photocopies and printouts cost 10p per sheet Colour Photocopies and printouts at 25p per sheet Actual cost of Royal Mail standard 2nd class
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	

Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
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Contact details: Churcham Parish Council, Mount Pleasant, Viney Woodside, Gloucestershire, GL15 4LX
 Email: clerk@churchamparishcouncil.org.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 25p per 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)

Other		

* the actual cost incurred by the public authority