

ELDERSFIELD PARISH COUNCIL

Information available under the Model Publication Scheme

Class1 - Who we are and what we do

*(Organisational information, structures, locations and contacts.
This will be current information only.)*

Who's who on the Council

Contact details for Parish Clerk and Council members

Location of main Council office and accessibility details

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.
Current and previous financial year as a minimum.)*

Annual return form and report by auditor

Finalised budget

Precept

Financial Standing Orders and Regulations

Grants given and received

List of current contracts awarded and value of contract

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Parish Plan

Annual Report to Parish or Community Meeting (current and previous year as a minimum)

Quality status

Class 4 – How we make decisions

*(Decision making processes and records of decisions
Current and previous council year as a minimum)*

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)

Agendas of meetings (as above)

Minutes of meetings (but excluding information confidential to the meeting)

Reports presented to council meetings (but excluding information confidential to the meeting)

Responses to consultation papers

Responses to planning applications

Class 5 – Our policies and procedures

(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

Delegated authority in respect of officers

Code of Conduct

Policy statements

Policies and procedures for the provision of services and about the employment of staff:

Internal 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)

Information security policy

Records management policies (records retention, destruction and archive)

Data protection policies

Schedule of charges (for the publication of information)

Class 6 – Lists and Registers

*Currently maintained lists and registers only
some information may only be available by inspection)*

Assets Register

Register of members' interests

Register of gifts and hospitality

Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only.)

None

Contact details

Enquiries in respect of the above information should be addressed to the Clerk,

Mr Joseph Gabbott

Camellia Cottage, Link End Road, Corse Lawn, Gloucester, GL19 4NN

Telephone: 01452 780129

email: eldersfieldpc@onetel.com

The enquirer may, where appropriate, be invited to inspect the relevant documents and where this is not appropriate he will be offered a copy either by email or, on payment of a fee (of 25p per sheet, plus postage), in hard copy.