Publication Scheme
Information available from Glemsford Parish Council

Information to be published	How the information can be obtained (All listed information is available in printed form on request)	Cost Current rates for photocopying and 2nd class postage where applicable.
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 and its Committees and Working Groups	Notice Board Website Contact magazine	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)	Notice Board Website Contact magazine	
Location of main Council Office and accessibility details	Notice Board Website Contact magazine Facebook page	
Staffing structure	Website	

Under Review

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	Website Available to view at the Parish office by appointment with the Clerk	

Budget and Precept	Website	
Monthly Receipt and Payment Accounts	Website & noticeboards (minutes)	
Monthly Council Payments	Website & noticeboards (minutes)	
Financial Regulations and Standing Orders	Website	
List of current contracts awarded and value of contract	On request to the Clerk	
Members' allowances and expenses	Website and On request	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		

Parish Plan (current and previous year as a minimum)	tbc	
Annual Action Plan	tbc	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website On request	
Quality status	n/a	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Calendar of meetings (Council, any committee/sub-committee meetings and parish meetings)	Notice Board Website	
Agendas of meetings (as above)	Notice Board Website	
Minutes of meetings (as above) – note this will exclude information that is properly regarded as private to the meeting.	Notice Board Website On request	
Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting.	On request	

Responses to consultation papers	Website Minutes On request	
Responses to planning applications	Website Minutes On request	
Byelaws	NA	
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: Standing orders Financial Regulations & Reserves Policy	All on the Website	

Code of Conduct Co-Option of a new Parish Councillor Communications Policy		
Policies and procedures for the provision of services and about the employment of staff: Training Record - Councillors and Clerk Equality and diversity policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website / on request Tbc	

Information security policies Data Protection / GDPR Policy Freedom of Information (FOI) Schedule of Charges Document Management (retention) Policy	All on the website	
Class 6 – Lists and Registers Currently maintained lists and registers only (some information may only be available by inspection)		
Register of members' interests hard copy or website; Register of gifts and hospitality some information Asset register may only be available List of Community Groups, Societies and Clubs by inspection at the	Parish Office	
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		
Seating, litter bins, memorials and lighting	On request	
A summary of services for which the council is entitled to recover a fee, together with those fees Allotments Burials / Cremation internments Memorial Trees Memorial Benches	On request	

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE

Disbursement cost	Photocopying @ 7p per sheet (black & white) Photocopying @ 12p per sheet (colour) Actual cost	The actual cost incurred by the public authority The actual cost incurred by the public authority
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory		In accordance with the relevant legislation (quote the actual statute)
Other		

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