



Information available from Tewkesbury Town 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 (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
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	(hard copy and/or website)	
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free

Borrowing Approval letter	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Hard copy	Free
Members' allowances and expenses	Website	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
Quality status	Website	Free
Local charters drawn up in accordance with DCLG guidelines	Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	Free
Responses to consultation papers	Hard copy	Free
Responses to planning applications	Website (Planning Committee minutes)	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	

Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website	Free
Committee and sub-committee terms of reference	Website	Free
Delegated authority in respect of officers	Website	Free
Code of Conduct	Website	Free
Policy statements	Website	Free
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Website	Free
Equality and diversity policy	Website	Free
Health and safety policy	Website	Free
Complaints procedures	Website	Free
Information security policy	Hard copy	Free
Records management policies (records retention, destruction and archive)	Hard copy	Free
Data protection policies	Hard copy	Free
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Assets Register	Hard copy	Free
Disclosures (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard copy	Free
Register of members' interests	Website	Free
Register of gifts and hospitality	Hard copy	Free
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		

Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Hard copy	Free
Bus shelters	Hard copy	Free
Public conveniences	Website	Free
Agency agreements	Website	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website (if applicable)	Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above.		

Contact details:

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