**Coleford Town Council Publication Scheme**

**Information available from Coleford Town Council under the model Publication Scheme**

|  |  |  |
| --- | --- | --- |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| **Class 1 - 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 | Hard copy – contact Clerk  Website | Free |
| Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Hard copy – contact Clerk  Website | Free |
| Location of main Council office and accessibility details | See contact details below | --- |
| Staffing structure | Hard copy – contact Clerk  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 | | |
| Annual return form and report by auditor | Hard copy – contact Clerk  Website | Free |
| Finalised budget | Hard copy – contact Clerk | Free |
| Precept | Hard copy – contact Clerk  Website | Free |
| Financial Standing Orders and Regulations | Hard copy – contact Clerk  Website | Free |
| Grants given and received | Hard copy – contact Clerk  Website | Free |
| List of current contracts awarded and value of contract | Hard copy – contact Clerk | Free |
| Members’ allowances and expenses | Hard copy – contact Clerk | Free |
| **Class 3 – What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Coleford Neighbourhood Development Plan (NDP) | Hard copy – contact Clerk  Website | 10p per A4 sheet  (B&W or colour) |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Hard copy – contact Clerk  Website | Free |
| **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) | Town Council notice board  Town Centre notice board  Hard copy – contact Clerk  Website | Free |
| Agendas of meetings (as above) | Town Council notice board  Hard copy – contact Clerk  Website | Free |
| Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting. | Hard copy – contact Clerk  Website | Free |
| Reports presented to Council meetings - NB this will exclude information that is properly regarded as private to the meeting. | Hard copy – contact Clerk  Website | Free |
| Responses to consultation papers | Hard copy – contact Clerk | Free |
| Responses to planning applications | Hard copy – contact Clerk  WebSite  FDean Planning Portal | Free |
| **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  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements | Hard copy - contact Clerk  Web site | Free |
| 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 | Hard copy – contact Clerk  Web site | Free |
| Data protection policies | Hard copy – contact Clerk  Web site | Free |
| Schedule of charges (For the publication of information) | Hard copy – contact Clerk  Web site | Free |
| **Class 6 – Lists and Registers -** Currently maintained lists and registers only | | |
| Asset Register | Hard copy – contact Clerk  Website | Free |
| Freedom of Information requests log | Hard copy – contact Clerk | Free |
| Register of members’ interests | Inspection, on request to Clerk  Website | Free |
| Register of gifts and hospitality | Inspection, on request to Clerk or District Council | Free |
| **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 | | |
| Burial grounds and closed churchyards | Hard copy, contact Clerk  Website | Free |
| Community centres and village halls | Hard copy, contact Clerk | Free |
| Parks, playing fields and recreational facilities | Hard copy, contact Clerk | Free |
| Seating, litter bins, clocks, memorials and lighting | Hard copy, contact Clerk | Free |
| Bus shelters | Hard copy, contact Clerk | Free |
| **Additional Information**  This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
| Newsletter, delivered to every household in the parish | Website  Hard copy | Free |

**Contact details:**

Ms Laura-Jade Schroeder - Town Clerk and RFO to Coleford Town Council

4 Mushet Walk, Coleford, Gloucestershire, GL16 8BQ

T 01594 832103 / **Public opening hours: 09.30 – 12.30 Monday – Friday**

E: [ctcoffice@colefordtowncouncil.gov.uk](mailto:ctcoffice@colefordtowncouncil.gov.uk) W: https://www.colefordtowncouncil.gov.uk/

**SCHEDULE OF CHARGES**

|  |  |  |
| --- | --- | --- |
| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 10p per A4 sheet (black & white) | Actual cost |
|  | Photocopying @ 10p per A4 sheet (colour) | Actual cost |
|  |  |  |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
|  |  |  |
| **Statutory Fee** |  | In accordance with the relevant legislation (quote the actual statute) |
| **Other** |  |  |

**Date of policy:** July 2024  
**Approving committee:** Full Council

**Date of committee meeting:** 30th July 2024  
**Policy effective from:** 30th July 2024  
**Date for next review:** Year commencing 1st April 2025