



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	Free
Finalised budget	Hard copy – contact Clerk Website	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	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – contact Clerk	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	Free



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	Hard copy – contact Clerk Website	
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		
Assets Register	Hard copy – contact Clerk	Free
Freedom of Information requests log	Hard copy – contact Clerk	Free
Register of members' interests	Inspection, on request to Clerk	Free
Register of gifts and hospitality	Inspection, on request to Clerk or District Council	Free



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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
 No 1 The Town House, Lords Hill Walk, Coleford, Gloucestershire, GL16 8BD
 T 01594 832103 / **Public opening hours: 09.30 – 12.30 Monday – Friday**
 E: 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 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

Date of policy: 27th February 2024

Approving committee: CTC Finance and Asset Management Committee

Date of committee meeting: 20th February 2024

Policy effective from: 27th February 2024

Date for next review: Year commencing 1st of April 2024 / 2025