

Information available from AUST Parish/~~Community~~ Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>(hard copy and/or website)</p> <p><i>Website is www.olvestonandaust.com</i></p>	
<p>Who's who on the Council and its Committees</p>		
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p><i>On website</i></p>	
<p>Location of main Council office and accessibility details</p>	<p><i>Clerk's house - please phone</i></p>	
<p>Staffing structure</p>	<p><i>1 part-time clerk</i></p>	
<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy and/or website)</p> <p><i>clerk</i></p>	<p>—</p>
<p>Annual return form and report by auditor</p>	<p><i>clerk</i></p>	<p>—</p>

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Finalised budget	Clerk	-
Precept	Clerk	-
Borrowing Approval letter	N A	
Financial Standing Orders and Regulations	N A	
Grants given and received	Clerk	-
List of current contracts awarded and value of contract	N A	
Members' allowances and expenses	No allowances, expenses rate contact Clerk	
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)	Chairman by phone	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Clerk, hardcopy 50p.	
Quality status	None	
Local charters drawn up in accordance with DCLG guidelines	None	
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	website	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	website	
Agendas of meetings (as above)	hard copy at meetings 50p	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	hard copy	50p

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Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers	Website	
Responses to planning applications	Website	
Bye-laws	None	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website) None written	
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	50p
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	None written Use common sense	

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Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy		
Records management policies (records retention, destruction and archive)	Clerk's burglar alarm	
Data protection policies	old records archived at Gloucester Records Office	
Schedule of charges (for the publication of information)	None to protect	
	50p per A4 sheet	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Clerk's house	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not held	
Register of members' interests	Clerk's house	
Register of gifts and hospitality	None ever registered	
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		
Allotments	None	
Burial grounds and closed churchyards	None	

Gloucester Records Office

None, the 3 village halls⁵ are separate

Community centres and village halls	None	
Parks, playing fields and recreational facilities	None	
Seating, litter bins, clocks, memorials and lighting	None	
Bus shelters	None	
Markets	None	
Public conveniences	None	
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
The Council owns, maintains and uses 3 notice boards, one in each village.		

Contact details: Chairman Mike Hawkins tele 418249
 Brook Cottage
 Camp Lane
 Elberton BS35 4AQ
 mike@brookcottage.info

Clerk Tom Fothergill tele 632379
 Hill House
 Main Road
 Aust BS35 4AZ
 tom.fothergill@boltblue.com