

Prestbury Parish Council

Information available from Prestbury Parish Council

Last updated November 2023 (Approved at Full Council Meeting on 20th November 2023 – Minute 23/24/134)

Schedule of Publications based on the Information Commissioners Office's model publication scheme

Information available	How the information can be obtained
<u>Class 1 – Who we are and what we do</u>	
Who's who on the Council and its Committees	Hard copy from office or email from the clerk Available on Website: Council Members https://prestbury-pc.gov.uk/council-members/
Contact details for Parish Clerk	Hard copy from office or email from the clerk Available on Website: Home page https://prestbury-pc.gov.uk/
Location of Council office and times of opening	Available on Website: Home page https://prestbury-pc.gov.uk/
<u>Class 2 – What we spend and how we spend it</u> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (Current and previous financial year)	

Annual return form and report by internal and external auditors	Hard copy from office or email from the clerk Available on Website: Documents https://prestbury-pc.gov.uk/document-category/financial-reports/
Finalised budget: The budget for the year ahead is approved by Council by January each year. The current year's budget is available from the Website.	Hard copy from office or email from the clerk Available on Website: Documents https://prestbury-pc.gov.uk/document-category/full/
Precept: This information is submitted by the Clerk annually to the Borough Council	Hard copy from office or email from the clerk Available on Website https://prestbury-pc.gov.uk/document-category/full/
Financial Standing Orders and Regulations	Hard copy from office or email from the clerk https://prestbury-pc.gov.uk/document-category/policy-and-procedures/
Grants given and received: Summary for previous Financial Year together with the Prestbury Parish Council Small Grant Scheme: Rules and Application Form	Hard copy from office or email from the clerk starting from April 2023. Previous projects funded available now. On website after Dec 2023.
List of current contracts awarded and value of contract	Hard copy available to view at Parish Offices on application to the Clerk (subject to commercial confidentiality)
Members' allowances and expenses	Hard copy from the office or email from the clerk On notice boards Parish Council Website (minutes)
<u>Class 3 – what our priorities are and how we are doing</u> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan	Not currently available. Work in progress.
Annual Report to May Parish Meeting: Chairman's Statement	Hard copy from the office or email from the clerk Parish Council Website (minutes) On noticeboards
Quality Status	Not applicable

Local Charters drawn up in accordance with Department for Communities and Local Government guidelines C5 Charter between Cheltenham Borough Council and the 5 Cheltenham Parish Councils The Gloucestershire Charter 5 th edition – a charter between Gloucestershire County Council and the parish and town councils of Gloucestershire	Hard copy available on application to the clerk
<u>Class 4 – How we make decisions</u> Decision making processes and records of decisions (Current and previous year)	
Timetable of meetings: Council, committees/sub-committees, and Parish meeting	Available on Website: Home page https://prestbury-pc.gov.uk/ and noticeboard outside parish office
Agendas of meetings (as above)	Available on Website: Documents https://prestbury-pc.gov.uk/document-category/agendas/ and noticeboard outside parish office
Minutes of meetings (as above) Excluding information properly regarded as private to the meeting	Available on Website: Documents https://prestbury-pc.gov.uk/document-category/minutes/
Responses to planning applications Minutes of planning committee meetings	Available on Website: Documents https://prestbury-pc.gov.uk/document-category/minutes/
<u>Class 5 – Our policies and procedures</u> 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	Available on Website: Policies and Procedures https://prestbury-pc.gov.uk/document-category/policy-and-procedures/
Committee and sub-committee terms of reference ‘Duties and Powers’ papers	Available on Website: Policies and Procedures https://prestbury-pc.gov.uk/document-category/policy-and-procedures/

Delegated authority in respect of officers See – ‘procedural Standing Orders’ Section	Available on Website: Policies and Procedures https://prestbury-pc.gov.uk/document-category/policy-and-procedures/
Code of Members Conduct	Available on Website: Policies and Procedures https://prestbury-pc.gov.uk/document-category/policy-and-procedures/
Policy Statements	Available on Website: Policies and Procedures https://prestbury-pc.gov.uk/document-category/policy-and-procedures/
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and Diversity Policy Health and Safety Policy Recruitment Policy (including current vacancies) Policies and procedures for managing requests for information Complaints procedure (including those covering request for information and operating the publication scheme)	Where applicable hard copies from the clerk. Otherwise on Parish Council Website

Information Security policy	Available on Website: Documents https://prestbury-pc.gov.uk/privacy-notice-cctv-policy/
Data protection policies	Available on Website: Documents https://prestbury-pc.gov.uk/privacy-notice-cctv-policy/
CCTV policy	Available on Website: Documents https://prestbury-pc.gov.uk/privacy-notice-cctv-policy/
Records management policies (Records retention, destruction, and archive)	Available on Website: Documents https://prestbury-pc.gov.uk/privacy-notice-cctv-policy/
Recruitment policies (Including current vacancies)	When applicable vacancies are advertised on the Home and News pages of the website, via social media and Parish Noticeboards
Emergency Plan	Prestbury Parish Council endorses the Cheltenham Emergency Plan
<u>Class 6 – Lists and Registers</u> Currently maintained lists and registers only	N.B. Some information available only by inspection
Assets Register	Hard copy available to view at Parish Office on application to the Clerk
Register of members' interests All members register their Personal Interests when joining the Council and are required to keep their register updated	Available on the website: https://prestbury-pc.gov.uk/council-members/
Register of gifts and hospitality	Not applicable
Disclosure log (indicating the information that has been provided in response to requests)	Not applicable
<u>Class 7 – The services we offer</u> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses (Current Information only)	N.B. Some information available only by inspection
Parish Council website	Information about meetings and other events and issues is posted on our website

	https://prestbury-pc.gov.uk/news/
Social Media Facebook, NextDoor and In YourArea	Selected information of interest to parishioners is published on our social media pages
Noticeboards	We have several designated noticeboards distributed across the parish where we post an annual schedule of Parish Council meetings
Parish Council Newsletter	We aim to produce a Newsletter which is published on our website and displayed on our noticeboards. Hard copies are available free of charge in the Parish Office.
Allotments Blacksmiths Lane Application form, tenancy terms and conditions	Available on Website https://prestbury-pc.gov.uk/allotment-committee/
Multi-Use-Games-Area (MUGA) Available to hire. Hire charges, terms and conditions and hirer's responsibilities.	Available on Website https://prestbury-pc.gov.uk/muga-and-sports-facilities/
Tennis Courts Available to hire. Hire charges, terms and conditions and hirer's responsibilities.	Available on Website https://clubspark.lta.org.uk/TennisAtPrestbury
Bus Shelter The parish Council maintains one bus shelter located at Priors Road	Please contact office or email clerk
Football Pitches, Benches, War Memorial, Playing Field, Playground etc	Please contact office or email clerk
<u>Additional Information</u> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Additional Information is, and will be, published on the website

CONTACT DETAILS	
Parish Clerk	Jane Tetley Prestbury Pavilion New Barn Close Prestbury GL52 3LP
Telephone	01242 575129
Email:	parishclerk@prestbury-pc.gov.uk
Parish Council Website	https://prestbury-pc.gov.uk/

SCHEDULE OF CHARGES

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TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 30p per sheet (B & W)	Based on computer printing
	Photocopying @ 50p per sheet (colour)	Based on computer printing
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (The statute applicable will be stated)
Method of payment	A pro-forma invoice will be provided	For settlement prior to supply of documents