

Information available from Godshill Parish 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 Godshill Parish Council is a Local Council on the Isle of Wight providing services to local residents and visitors.</p>		
Who's who on the Council	Notice Board/Website	
Contact details for Parish Clerk and Council members	Notice Board/Website	
Location of main Council office and accessibility details	Notice Board/Website	
<p>Class 2 – What we spend and how we spend it (Current and previous financial year as a minimum)</p>	Details of Statutory Annual Governance and Accounting Statements, Budgets and Annual Accounts are detailed on the Parish Council Website.	
Annual return form and report by auditor	Hard copy	
Finalised budget	Hard copy	
Precept	Hard copy	
Grants given and received	Contact Clerk	
List of current contracts awarded and value of contract	Contact Clerk	
Members' allowances and expenses	Contact Clerk	
Annual Report to Parish Meeting/Annual Budget Parish Plan documents	Hard copy/Website	

Class 4 – How we make decisions Current and previous council year as a minimum	Hard copy	
Timetable of meetings	Contact Clerk	
Agendas of meetings	Website	
Minutes of meetings.	Hard copy/Website	
Responses to consultation papers	Hard copy/Website	
Responses to planning applications	Hardcopy/Minutes	
Bye-laws	Contact Clerk	
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Code of Conduct Communication Policy Community Grant Policy Complaints procedures (including those covering requests for information and operating publication scheme) Data Protection Policy Disciplinary Policy Emergency and Resilience plan Equality and diversity policy Financial Regulations Freedom of Information Publication Scheme Grievance Policy	Hard copy/Website	

Health and Safety policy Information Request Policy IT Policy Mission to Zero, Donut Economy and Community Wealth Building Principles Publication Scheme Risk Assessment schedule Risk Management Policy Safeguarding Policy Standing orders Website Accessibility Statement Working groups formation and operation procedures		
Records management policies (records retention, destruction and archive)	Hard copy	
Class 6 – Lists and Registers		
Assets Register	Hard copy	
Register of members' interests	Inspection only	
Register of gifts and hospitality	Inspection only	
Class 7 – The services we offer (Current information only)		
Burial ground – Bridgecourt Cemetery	Clerk	
Memorial Garden – Church Hill	Clerk	
Playing fields and recreational facilities – Central Mead & May Close	Clerk	
Seating – Various locations	Clerk	

Public Conveniences – High Street, Godshill	Clerk	
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Contact details:

Stephen Cockett – Clerk of Godshill Parish Council

Email: clerk@godshill-iow-parish.gov.uk

Tel: 07763 665812

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Burial Fees	Charges for Interment, Grave Purchases & Memorials	*Reviewed annually
Public Conveniences	Entrance Fee	Fixed charge of 20 pence