

EDGCOTT PARISH COUNCIL

PUBLICATION SCHEME 16



Correspondence to Parish Clerk at clerk@edgcott-pc.gov.uk
Website: www.edgcott-pc.gov.uk
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Publication Scheme Policy

Information available from *East Claydon Parish Council* under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	<p>(hard copy or website)</p> <p>Website</p>	
List of Council members and their responsibilities as well a list of Council Committees	Website	
Details of any representation on local public bodies	Website	
Postal and email address	Website	
Contact details for Parish Clerk and Council members	Website	
Where possible, provide named contacts including contact phone numbers and email addresses	Website	
Location of main Council office and accessibility details	Not available without appointment	
Staffing structure	Website	
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	Hard copy	£25.00
Statement of accounts and internal audit report in the format included in the Annual Return form	Website/Hard copy	

Finalised budget	Hard copy	
Precept	Hard copy	
Borrowing Approval letter	Not applicable	
All items of expenditure above £100	Website	
Financial Standing Orders and Regulations	Website	
Grants given and received	Hard copy	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Local authority Website	
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	Being developed	
Annual governance statement in format included in the Annual Return form	Website	
Parish Plan	Not available	
Annual Report to Parish or Community Meeting	Website	
Quality status	None	
Local charters drawn up in accordance with DLUHC's guidelines	None	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy	
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	Website (minutes)	
	Website/Notice board	

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)		
Agendas of meetings (as above)	Website/Notice board	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy	£25
Responses to consultation papers	Hard copy	£25
Responses to planning applications	Local authority Website	
Bye-laws	Not held	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website	
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website	
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Website if available	

Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website if available	
Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Website	
Assets register, including details of public land and building assets	Website	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy	
Register of members' interests	Web site	
Register of gifts and hospitality	Hard copy	
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	(hard copy or website; some information may only be available by inspection)	
Allotments	Not held	
Burial grounds and closed churchyards	Not held	
Community centres and village halls	Website	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Hard copy	
Bus shelters	Hard copy	
Markets	Not held	
Public conveniences	Not held	
Agency agreements	Not held	
	Not held	

Services for which we are entitled to recover a fee and details of those fees (eg burial fees)		
<p>Additional Information</p> <p>All requests to view must be in writing and with 20 days notice</p>		
<p>Contact: Clerk to East Claydon Parish Council</p>	<p>Telephone: 01296 770568</p> <p>Emails: parishclerk@theclaydons.org</p>	

VERSION HISTORY					
Version	Approved by	Date	Description of Change		Author
1.0	Full Council	17 February 2026	New document		CJ
PREPARED BY	Carole Jackman	TITLE	CLERK	Date	Feb 2026