



## Information available from Quedgeley Town/Community Council under the model publication scheme

| Information to be published                                                                                                                                                                                                                                                    | How the information can be obtained       | Cost |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|------|
| <b>Class 1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br><br>This will be current information only<br><br>N.B. Councils should already be publishing as much information as possible about how they can be contacted. | (hard copy and/or website)<br><br>Website | Free |
| Who's who on the Council and its Committees                                                                                                                                                                                                                                    | Website                                   | Free |

|                                                                                                                                                                                   |                            |               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------|
| Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))                                              | Website                    | Free          |
| Location of main Council office and accessibility details                                                                                                                         | Website                    | Free          |
| Staffing structure                                                                                                                                                                | Apply to Clerk             | Free          |
|                                                                                                                                                                                   |                            |               |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) | (hard copy and/or website) |               |
| Current and previous financial year as a minimum                                                                                                                                  | Apply to Town Clerk        | 10p per copy  |
| Annual return form and report by auditor                                                                                                                                          | Website                    | Free          |
| Finalised budget                                                                                                                                                                  | Hard copy from Clerk       | 10p/copy      |
| Precept                                                                                                                                                                           | Obtain from Clerk          | 10p/copy      |
| Borrowing Approval letter                                                                                                                                                         |                            |               |
| Financial Standing Orders and Regulations                                                                                                                                         | Obtain from Clerk          | 10p per sheet |
| Grants given and received                                                                                                                                                         | Obtain from Clerk          | 10p per sheet |
| List of current contracts awarded and value of contract                                                                                                                           | Obtain from Clerk          | 10p per sheet |

Unit 8, Olympus Park Business Centre, Quedgeley, Gloucester. GL2 4NF

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|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------|
| Members' allowances and expenses                                                                                                                 | Obtain from Clerk      | 10p per sheet |
|                                                                                                                                                  |                        |               |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website) |               |
| Parish Plan (current and previous year as a minimum)                                                                                             | Website free           | 10p per sheet |
| Annual Report to Town Council or Community Meeting (current and previous year as a minimum)                                                      | Website free           | 10p per sheet |
| Quality status                                                                                                                                   | Obtain from Clerk      | 10p per sheet |
| Local charters drawn up in accordance with DCLG guidelines                                                                                       |                        |               |
|                                                                                                                                                  |                        |               |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)                                                   | (hard copy or website) |               |
| Current and previous council year as a minimum                                                                                                   | Website free           | Free          |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)                                                        | Website free           | Free          |

|                                                                                                                               |                        |               |
|-------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------|
| Agendas of meetings (as above)                                                                                                | Noticeboards Free      | 10p per copy  |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.        | Website free           | 10p per copy  |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Obtain from Clerk      | 10p per copy  |
| Responses to consultation papers                                                                                              | Obtain from Clerk      | 10p per copy  |
| Responses to planning applications                                                                                            | Obtain from Clerk      | 10p per copy  |
| Bye-laws                                                                                                                      | GCC Website            | Free          |
| <b>Class 5 – Our policies and procedures</b>                                                                                  |                        |               |
| (Current written protocols, policies and procedures for delivering our services and responsibilities)                         | (hard copy or website) |               |
| Current information only                                                                                                      | Obtain from Clerk      | 10p per sheet |
| Policies and procedures for the conduct of council business:                                                                  | Obtain from Clerk      | 10p per sheet |
| Procedural standing orders                                                                                                    |                        |               |
| Committee and sub-committee terms of reference                                                                                |                        |               |

|                                                                                                                |                   |          |
|----------------------------------------------------------------------------------------------------------------|-------------------|----------|
| Delegated authority in respect of officers                                                                     |                   |          |
| Code of Conduct                                                                                                |                   |          |
| Policy statements                                                                                              |                   |          |
| Policies and procedures for the provision of services and about the employment of staff:                       | GALC Website      | Free     |
| Internal policies relating to the delivery of services                                                         | Website           | Free     |
| Equality and diversity policy                                                                                  | Website           | Free     |
| Health and safety policy                                                                                       | Website           | Free     |
| Recruitment policies (including current vacancies)                                                             | Obtain from Clerk | 10p/copy |
| Policies and procedures for handling requests for information                                                  | Obtain from Clerk | 10p/copy |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | Website           | Free     |
| Information security policy                                                                                    |                   |          |
| Records management policies (records retention, destruction and archive)                                       |                   |          |
| Data protection policies                                                                                       | Obtain from Clerk | 10p/copy |
| Schedule of charges )for the publication of information)                                                       | Obtain from Clerk | Free     |
|                                                                                                                |                   |          |

## Class 6 – Lists and Registers

Currently maintained lists and registers only

|                                                                                                                                                                |                   |          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)             | Obtain from Clerk | 10p/copy |
| Assets Register                                                                                                                                                | Obtain from Clerk | 10p/copy |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by town councils) | Obtain from Clerk | 10p/copy |
| Register of members' interests                                                                                                                                 | Obtain from Clerk | 10p/copy |
| Register of gifts and hospitality                                                                                                                              | Obtain from Clerk | 10p/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                            | Obtain from Clerk                                                            | Free |
| Burial grounds and closed churchyards | Obtain from Clerk                                                            | Free |

|                                                                                                                       |                   |      |
|-----------------------------------------------------------------------------------------------------------------------|-------------------|------|
| Community centres and Sports facilities                                                                               | Website           | Free |
| Parks, playing fields and recreational facilities                                                                     | Website           | Free |
| Seating, litter bins, clocks, memorials and lighting                                                                  | Website           | Free |
| Bus shelters                                                                                                          | Website           | Free |
| Markets                                                                                                               | None              |      |
| Public conveniences                                                                                                   | None              |      |
| Agency agreements                                                                                                     | Obtain from Clerk | Free |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Obtain from Clerk | Free |
|                                                                                                                       |                   |      |

## Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

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**Contact details: Town Clerk & RFO, Quedgeley Town Council, Unit 8, Quedgeley Olympus Business Centre, Quedgeley, Gloucester. GL2 4NF**

**[Office@quedgeley-tc.gov.uk](mailto:Office@quedgeley-tc.gov.uk)**

**[www.quedgeley-tc.gov.uk](http://www.quedgeley-tc.gov.uk)**

**SCHEDULE OF CHARGES**

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

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                              | <b>BASIS OF CHARGE</b>                                                 |
|--------------------------|-------------------------------------------------|------------------------------------------------------------------------|
| <b>Disbursement cost</b> | Photocopying @ £0.10p per sheet (black & white) | Actual cost *                                                          |
|                          | Photocopying @ £0.15p per sheet (colour)        | Actual cost                                                            |
|                          |                                                 |                                                                        |
|                          | Postage                                         | Actual cost of Royal Mail standard 2 <sup>nd</sup> class               |
|                          |                                                 |                                                                        |
| <b>Statutory Fee</b>     |                                                 | In accordance with the relevant legislation (quote the actual statute) |

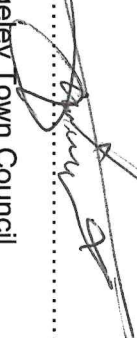
Unit 8, Olympus Park Business Centre, Quedgeley, Gloucester. GL2 4NF

e-mail : [jacquie.webster@quedgeley-tc.gov.uk](mailto:jacquie.webster@quedgeley-tc.gov.uk)

\* the actual cost incurred by the public authority

Adopted by Full Council on Monday 17th August 2026

Minute Ref: ..... FC. 072 / 26-27.

Signed: .....  .....

Chair of Quedgeley Town Council

