

## Information available from Bushley Parish Council under the model publication scheme

Information to be published See last page for paper copy charges	How the information can be obtained		
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	Paper Copy	Website	Email/phone
Who's who on the Council and its Committees	✓	✓	✓
Contact details for Parish Clerk and Council members	✓	✓	✓
Staffing structure	✓		✓
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum			
Annual return form and report by auditor	✓	✓	✓
Finalised budget	✓	✓	✓
Precept	✓	✓	✓
Financial Standing Orders and regulations	✓	✓	✓

Grants given and received	✓		✓
List of current contracts awarded and value of contract	✓		✓
Members' allowances and expenses	✓		✓
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)			
Parish Plan (currently being drafted)			
Annual Report to Parish Meeting (current and previous year as a minimum)	✓	✓	✓
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)			
Current and previous council year as a minimum			
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	✓	✓	✓
Agendas of meetings (as above)	✓	✓	✓
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	✓	✓	✓
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	✓	✓	✓
Responses to consultation papers	✓	✓	✓
Responses to planning applications	✓	✓	✓

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	<b>Paper Copy</b>	<b>Website</b>	<b>Email/Phone</b>
Policies and procedures for the conduct of council business:  Standing orders Code of Conduct	✓ ✓	✓ ✓	✓ ✓
Policies and procedures for the provision of services and about the employment of staff:  Policies and procedures for handling requests for information	✓	✓	✓

Records management policies (records retention, destruction and archive)	✓	✓	✓
Data protection policies	✓	✓	✓
Schedule of charges (for the publication of information)	✓	✓	✓
<b>Class 6 – Lists and Registers</b>			
Currently maintained lists and registers only			
Assets Register	✓	✓	✓
Register of members' interests	✓	✓	✓
Register of gifts and hospitality	✓		✓
<b>Class 7 – The services we offer</b>			
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)			
Current information only			

Seating, litter bins	✓		✓
Bus shelters	✓		✓
Agency agreements – WCC Lengthsman Service	✓		✓

**Contact details:**

Post: Clerk to Bushley Parish Council, 1 Wagtail Drive, Northway, Tewkesbury, Gloucestershire GL20 8SU

Email: [clerk@bushleyparishcouncil.gov.uk](mailto:clerk@bushleyparishcouncil.gov.uk)

Website : <https://e-services.worcestershire.gov.uk/myparish>

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ .10p per sheet (black & white)	Actual cost
	Photocopying @ .20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	As applicable	In accordance with the relevant legislation
<b>Other</b>		

Adopted 21.03.23  
Reviewed 25.02.25