

INFORMATION AVAILABLE FROM GREAT COXWELL PARISH COUNCIL

(using the model publication scheme prepared and approved by the Information Commissioner)

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do. <i>(Organisational information, structures, locations and contacts)</i> <i>Current information only.</i>		
Who's who on the Council and its Committees	www.greatcoxwell.com/councillors www.greatcoxwell.com/parish-council-meetings-and-minutes Hard copy	Free
Contact details for Parish Clerk and Council members	www.greatcoxwell.com/parish-council Noticeboard / by email from clerk Hard copy	Free
Location of main Council office and accessibility details	No council offices. Registered address on www.greatcoxwell.com/councillors (via District Council weblink)	
Staffing structure	N/a	N/a
Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> <i>Current and previous financial year</i>		
Annual return form and report by auditor (where applicable)	www.greatcoxwell.com/finance Hard copy	Photocopying/printing cost
Finalised budget/Precept	www.greatcoxwell.com/finance Minutes of meetings Hard copy	Photocopying/printing cost
Borrowing Approval letter	N/a	N/a
Financial Standing Orders and Regulations	www.greatcoxwell.com/finance Hard copy	Photocopying/printing cost
Grants given and received	N/a	N/a

List of current contracts awarded and value of contract	Hard copy	Free
Members' allowances and expenses	N/a	N/a
Class 3 – What our priorities are and how we are doing <i>(strategies, plans, performance indicators, audits, inspections and reviews)</i>		
Annual Report to Parish Meeting (current and previous year)	www.greatcoxwell.com/parish-council-meetings-and-minutes Hard copy	Free
Great Coxwell Neighbourhood Plan	www.greatcoxwell.com/neighbourhood-plan Hard copy	Photocopying/printing cost
Class 4 – How we make decisions <i>Decision making processes and records of decisions for current and previous financial year.</i>		
Timetable of meetings (Next meeting only)	www.greatcoxwell.com/parish-council-meetings-and-minutes Hard copy	Free
Agendas of meetings	www.greatcoxwell.com/parish-council-meetings-and-minutes Noticeboard Hard copy	Photocopying/printing cost
Minutes of meetings (as above) – N.B. This will exclude information that is properly regarded as private to the meeting.	www.greatcoxwell.com/parish-council-meetings-and-minutes Noticeboard Hard copy	Photocopying/printing cos
Reports presented to council meetings – N.B. This will exclude information that is properly regarded as private to the meeting.	Hard copy	Photocopying/printing cost

Responses to consultation papers	Hard copy	Photocopying/printing cost
Responses to planning applications	www.greatcoxwell.com/parish-council-meetings-and-minutes Hard copy	Photocopying/printing cost
Bye-laws	N/a	

Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i> <i>Current information only</i>		
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements	Where applicable: www.greatcoxwell.com/governance-and-policies Hard copy	Photocopying/printing cost
Policies and procedures for the provision of services and about the employment of staff:	Where applicable: www.greatcoxwell.com/governance-and-policies Hard copy	Photocopying/printing cost
Data protection policy	www.greatcoxwell.com/governance-and-policies Hard copy	Photocopying/printing cost
Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i>		

Assets register	www.greatcoxwell.com/assets Hard copy	Photocopying/printing cost
Register of members' interests	www.greatcoxwell.com/councillors (via District Council weblink) Hard copy	Photocopying/printing cost
Register of gifts and hospitality	N/a	
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	www.greatcoxwell.com/parish-council Noticeboard	
A summary of services for which the council is entitled to recover a fee, together with those fees	n/a	
Additional Information	n/a	

CONTACT DETAILS:

Great Coxwell Parish Clerk
clerk@greatcoxwell.com

SCHEDULE OF CHARGES

Photocopying or printing 20p per sheet (black & white); Photocopying 35p per sheet (colour); Postage – Actual cost of 2nd class post

ADOPTED GREAT COXWELL PARISH COUNCIL, April 2023 (Review April 2025)