

**Randwick and Westrip Parish Council**  
**Information available under the Information Commissioner's model publication scheme**  
 Last reviewed December 17th 2020

All items marked hard copy are available at a cost of 10p per sheet, email or website items are free. Items marked website also available by email

Information to be published	How the information can be obtained <i>For Costs See below</i>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	website <a href="http://www.randwickandwestrip-pc.gov.uk">www.randwickandwestrip-pc.gov.uk</a> or on request to the clerk
Who's who on the Council and its Committees	website Stroud District Council on request to the clerk on notice board
Contact details for Parish Clerk and Council members	Clerk Barry Parsons Rising Sun Cottage Randwick GL6 6HT 07803 373 678 <a href="mailto:clerk@randwickandwestrip-pc.gov.uk">clerk@randwickandwestrip-pc.gov.uk</a>

Location of main Council office and accessibility details	No office. Contact clerk: 09.00 to 13.00 only. Meetings by appointment only	
Staffing structure	Clerk only employee	
<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		
Accounts - Annual Return and report by auditor	On request to the clerk website	
Finalised budget	On request to the clerk website - in minutes	
Precept	website - in minutes	
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	email or hard copy	
Grants given and received	website - minutes or hard copy	
List of current contracts awarded and value of contract	On request to the clerk	
Members' allowances and expenses	On request to the clerk website - in minutes	

<b>Class 3 - What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	On request to the clerk
Annual Report to Parish Meeting	Minutes or hard copy
Quality status	Not applied
Local charters drawn up in accordance with DCLG guidelines	None in place yet
<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	On website and noticeboard
Agendas of meetings	On website and noticeboard
Minutes of meetings - NB this will exclude information that is properly regarded as private to the meeting.	On website and available by email and hard copy
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Available at the meeting
Responses to consultation papers	See minutes
Responses to planning applications	See minutes
Bye-laws	None
<b>Class 5 - Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of council business:	

<p>Procedural Standing Orders  Committee terms of reference  Delegated authority in respect of officers*  Code of Conduct  Policy statements</p>	<p>Hard copy or email from clerk</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services  Equality and diversity policy  Health and safety policy  Recruitment policies (including current vacancies)  Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Not yet available</p>
<p>Information security policy</p>	<p>Back up of computer details.  Important documents in strongroom</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Minutes kept forever in County Archives  Finance details 5 years  Only important documents kept longer than one year</p>

Data protection policies	No data not in public domain
Schedule of charges (for the publication of information)	At foot of this document
<b>Class 6 - Lists and Registers</b>	
Currently maintained lists and registers only	
Any publicly available register or list	
Assets Register	email or hard copy
Register of members' interests	Apply to clerk
Register of gifts and hospitality	Apply to clerk
GDPR - information data protection policy - document retention and disposal policy - removable media policy - social media policy	Apply to clerk
<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	
Allotments	None
Burial grounds and closed churchyards	Operated and owned by Randwick Church Council
Community centres and village halls	Operated and owned by Randwick Village Hall and Playing Field Committee
Parks, playing fields and recreational facilities	Operated by Randwick Village Hall and Playing Field Committee

Seating	Benches at More Hall and Cashes Green School
Bus shelters	At junction of The Lane and Church Road
Markets	No
Public conveniences	None
Agency agreements	None
A summary of services for which the council is entitled to recover a fee, together with those fees	None
Street Lighting	None
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None

Contact details: Clerk as above

Website [www.randwickandwestrip-pc.gov.uk](http://www.randwickandwestrip-pc.gov.uk)

#### SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	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, recorded if requested
<b>Statutory Fee</b>		In accordance with the relevant legislation