

Information available from Dursley Town Council under the model publication scheme. Note: There is a charge of 10p per A4 sheet for supplying photocopies of documents.

Information to be published	How the information can be obtained
<p>Class1 - Who we are and what we do (Current organisational information, structures, locations and contacts)</p>	
Who's who on the Council and its Committees	Hard Copy and Website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone numbers)	Hard Copy and Website and Notice Board
Location of main Council office and accessibility details	Hard Copy and Website and Notice Board
Staffing structure	Hard Copy and Website
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	
Annual return form and report by auditor	Hard Copy and Website
Finalised budget	Hard Copy and Website

Precept	Hard Copy and Website
Borrowing Approval letter	Hard Copy
Financial Standing Orders and Regulations	Hard Copy and Website
Grants given and received	Hard Copy and Website
List of current contracts awarded and value of contract	Hard Copy
Members' allowances and expenses	Hard Copy and Website
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)
Parish Plan (current and previous year as a minimum)	Hard Copy and Website
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy and Website
Quality status	Hard Copy and Website
Local charters drawn up in accordance with DCLG guidelines – GCC Charter	GCC website
Class 4 – How we make decisions Current and previous council year as a minimum	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy and Website and Notice Board
Agendas of meetings (as above)	Hard Copy and Website and Notice Board
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy and Website
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy

Responses to consultation papers	Hard Copy and Website and Notice Board
Responses to planning applications	Hard Copy and Website and Notice Board
Bye-laws	Hard copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard Copy and Website and Notice Board
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy and Website Hard Copy and Website Hard Copy Hard Copy and Website Hard Copy and Website
Policies and procedures for the provision of services and about the employment of staff: 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	Hard Copy Hard Copy and Website Hard Copy and Website Hard Copy; Vacancies on Website Hard Copy and Website

Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy and Website
Information security policy	Hard Copy and Website
Records management policies (records retention, destruction and archive)	Hard Copy
Data protection policies	Hard Copy and Website
Schedule of charges (for the publication of information)	Hard Copy and Website
Class 6 – Lists and Registers	
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	None held
Assets Register	Hard Copy and Website
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	none
Register of members' interests	Hard copy
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	
Allotments	Hard Copy and Website
Burial grounds and closed churchyards	Hard Copy and Website
- Look up service for grave numbers / details for the above	By personal request only
Community centres and village halls	None

Parks, playing fields and recreational facilities	Hard Copy and Website
Seating, litter bins, clocks, memorials and lighting	Hard Copy
Bus shelters	Hard Copy
Markets	None
Public conveniences	None
Agency agreements	None
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy and Website
Community grants	Hard Copy and Website
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	
Twinberrow Foundation	Hard Copy and Website
Town Trust	Hard Copy and Website

Contact details:

Mr John Kay (Town Clerk)
Dursley Town Council
Jacob's House
Castle Street
Dursley Glos GL11 4BS
Tel / Fax 01453 547758

Email: clerk@dursleytowncouncil.gov.uk

web site: www.dursleytowncouncil.gov.uk