

# **GURNARD PARISH COUNCIL**

## **INFORMATION AVAILABLE UNDER ITS MODEL PUBLICATION SCHEME**

<b>INFORMATION TO BE PUBLISHED</b>	<b>INFORMATION SOURCE</b>	<b>COST</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  <b>Current information only</b>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Gurnard News E-mail from Clerk Parish Noticeboard Hard copy from Clerk	Free Free Free Free 10p + postage
Contact details for Parish Clerk and Council members	Website Gurnard News E-mail from Clerk Parish Noticeboard Hard copy from Clerk	Free Free Free Free 10p + postage
Location of main Council office Accessibility details	No Office/Not available N/A	N/A N/A
Staffing structure	None/Not available	N/A

INFORMATION TO BE PUBLISHED	INFORMATION SOURCE	COST
<b>Class 2 – What we spend and how we spend it</b> (Financial information - Current and previous financial year)		
Annual return form and report by auditor	Noticeboard at audit Website Hard Copy from Clerk	Free Free 10p per sheet + postage
Finalised budget	Website E-mail Hard copy from Clerk	Free Free 10p per sheet + postage
Precept (In Minutes & Accounts)	Website E-mail Hard copy from Clerk	Free Free 10p per sheet + postage
Borrowing Approval letter	No letter/Not available	N/A
Standing Orders and Financial Regulations	Website E-mail Hard copy from Clerk	Free Free 10p per sheet + postage
Grants given and received	Website E-mail Hard copy from Clerk Gurnard News	Free Free 10p per sheet + postage Free
List of current contracts awarded and value of contract	E-mail Hard copy from Clerk	Free 10p per sheet + postage
Members' allowances and expenses	E-mail Hard copy from Clerk	Free 10p per sheet + postage

<b>INFORMATION TO BE PUBLISHED</b>	<b>INFORMATION SOURCE</b>	<b>COST</b>
<b>Class 3 – What our priorities and progress</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	<b>How the information can be obtained</b>	<b>Cost</b>
Neighbourhood Plan	Website	Free
Chairman's Report to Annual Parish Meeting	Website Gurnard News E-mail Hard copy from Clerk	Free Free Free 10p per sheet + postage
Local charters drawn up in accordance with DCLG guidelines	No charters/Not available	N/A
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Gurnard News	Free Free
Agendas of meetings (as above)	Noticeboard Website/E-mail Hard copy from Clerk	Free Free 10p + postage
Minutes of meetings	Website/Email/ Noticeboard Hard copy from Clerk	Free 10p per sheet + postage
Reports presented to council meetings (current meeting only)	Hard copy from Clerk Email from Clerk	10p per sheet + postage Free
Responses to consultation papers (current meeting only)	Hard copy from Clerk Email from clerk	10p per sheet + postage Free
Responses to planning applications	Minutes	See above
Bye-laws	None/Not available	N/A
<b>INFORMATION TO BE PUBLISHED</b>	<b>INFORMATION SOURCE</b>	<b>COST</b>

<b>Class 5 – Our policies and procedures</b> Current information only		
Financial Regulations & Standing Orders  Committee Terms of Reference Delegated authority in respect of officers Code of Conduct Other Policy Statements	Website E-mail Hard copy from Clerk} Hard copy from Clerk} Financial Regs/Standing Orders E-mail Hard copy from Clerk Hard copy from Clerk Website Email from Clerk	Free Free 10p per sheet + postage  See above Free 10p per sheet + postage 10p per sheet + postage Free Free
Policies and procedures for the provision of services and staff:  Internal policies relating to the delivery of services Equality and Diversity  Health and Safety Policy & Risk Assessments  Recruitment Policies Policies and procedures for handling requests for information Complaints procedures	None/Not available  Website Hard copy from Clerk  E-mail Hard copy from Clerk N/A None/Not available Website E-mail Hard copy from Clerk	N/A  Free 10p per sheet + postage  Free 10p per sheet + postage N/A  Free Free 10p per sheet + postage
Information security	None/Not available	N/A
Records management policies (records retention, destruction and archive)	None/Not available	N/A
Data protection	None/Not available	N/A
Schedule of charges (for the publication of information)	None/Not available	N/A
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<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list	None/Not available	N/A
Assets Register	Viewing only (Clerk)	Free
Disclosure log	Viewing only (Clerk)	N/A
Register of members' interests	Viewing only (Clerk)/ IW Council/Website	Free
Register of gifts and hospitality	Viewing only (Clerk) or IW Council	Free
<b>Class 7 – The services we offer</b> Current information only		
Allotments	None/Not available	N/A
Burial grounds and closed churchyards	None/Not available	N/A
Village Hall	Village Hall Association Website	N/A Free
Parks, playing fields and recreational facilities	Hard copy from Clerk (Play Area & Cockleton Meadow)	10p per sheet + postage
Seating, litter bins, clocks	Assets Register (viewing only)	Free
Bus shelters	None/Not available	N/A
Markets	None/Not available	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None/Not available	N/A

### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Paper + copying facility
	Postage	Actual cost of Royal Mail standard 1st class
Statutory Fee	None	N/A

### Contact details:

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