

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

Information published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b></p> <p>Names and contact details of Councillors Names and Office contact details of staff Location of Parish Council Office</p>	<p>Website Available in hard copy from the Parish Clerk</p>	<p>Free of Charge See below</p>
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>Financial information relating to projected and actual income and expenditure. Annual return form and report by auditor Finalised budget Precept Financial Standing Orders and Regulations Grants given and received</p>	<p>Website Available in hard copy from the Parish Clerk</p>	<p>Free of Charge See below</p>
<p><b>Class 3 – What our priorities are and how we are doing</b></p>	<p>Website</p>	<p>Free of charge</p>
<p><b>Class 4 – How we make decisions</b></p> <p>Schedule of meetings (Council meetings and Annual Town Meeting) Agendas of meetings (Council meetings and Annual Town Meeting) Minutes of meetings (Council, Committee and Sub-Committee meetings; Annual Village Meeting – excluding information that is confidential to the meeting) Responses to planning applications</p>	<p>Website Available in hard copy from the Parish Clerk</p>	<p>Free of Charge See below</p>
<p><b>Class 5 – Our policies and procedures</b></p> <p>Policies and procedures for the conduct of council business including: Procedural standing orders Code of Conduct</p>	<p>Website Available in hard copy from the Parish Clerk</p>	<p>Free of Charge See below</p>

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	Website Available in hard copy from the Parish Clerk *Also available on Cotswold District Council website <a href="http://www.cotswold.gov.uk">http://www.cotswold.gov.uk</a>	Free See below
<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) Dog waste bins, Playing Field and Play equipment	Website	Free of Charge

**Contact details:**

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**SCHEDULE OF CHARGES**

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 15 p per sheet (black & white)	Actual cost and staff cost
	Photocopying @ 20 p per sheet (colour)	Actual cost and staff cost
	Postage	Actual cost of Royal Mail standard 1 <sup>st</sup> class
<b>Statutory Fee</b>		In accordance with the current legislation