

Information available from Cinderford Town Council under the model publication scheme

(adopted by Council on 13.06.2023. Reapproved 11.06.2024 and 13.05.2025). Review May2026

This publication scheme enables the Town Council:

To proactively publish or otherwise make available as a matter of routine, information which is held by the Town Council;

To specify the information which is held by the Town Council;

To produce and publish the methods by which the specific information is made routinely available, so that it can be easily identified and accessed by members of the public;

To review and update on a regular basis the information the Town Council makes available under this scheme;

To produce and make proactively available a schedule of any fees charged by the Town Council for access to information;

To make this publication scheme available to the public.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only		
Who's who on the Council and its Committees	Website	Free

Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
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). Current and previous financial year as a minimum		
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Included in Minutes and on website	Free
Borrowing Approval letter	Apply to Clerk	See Appendix A
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Website	Free
Expenditure over £500	Website (all expenditure information is attached to minutes which includes amount <£500)	Free
Government Procurement Expenditure	Website. CTC does not hold a GP card.	Free
Members' allowances and expenses	No member allowances. Expenses if paid are included in the expenditure report attached to Council Minutes or apply to Town Clerk	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish Meeting (current and previous year as a minimum)	Website. Included in Minutes	Free
Annual Governance & Returns including Internal and External Audit Reports	Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions). Current and previous council year as a minimum		

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, Noticeboards	Free
Agendas of meetings (as above)	Website and Noticeboards Copies available on request	Free See Appendix A
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting (e.g staffing matters)	Website Copies available on request	Free See Appendix A
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting (e.g. staffing or commercially sensitive).	Apply to Town Clerk	See Appendix A
Responses to consultation papers	Included in Minutes (see above)	Free
Responses to planning applications	Included in Minutes (see above) or FODDC planning portal	Free
Bye-laws	Government Website & District Council's website	Free
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
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	Website Apply to Clerk Apply to Clerk Website	Free See Appendix A See Appendix A Free
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Recruitment procedures (including current vacancies) Policies and procedures for handling requests for information Complaints procedures	Website Website and apply to Clerk for documents provided by Health & Safety advisor Website – when vacancy Website Website	Free See Appendix A Free Free Free
Information security policy	Website	Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies - privacy notices	Website	Free

Schedule of charges (for the publication of information)	Website	Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Apply to Clerk – Inspection only	Free
Assets Register	Website	Free
Register of members' interests	Website	Free
Register of gifts and hospitality	Apply to Clerk	Free
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	One allotment site at Steam Mills. Managed by Steam Mills Growers.	Contact Steam Mills Growers
Burial grounds and closed churchyards	The Town Council does not maintain any Burial Grounds or closed churchyards.	not applicable
Community centres/village halls	The Town Council owns the Wesley and Ow Bist in Dockham Road	Free
Parks, playing fields and recreational facilities	Website or leaflet from Clerk	Free
Seating, litter bins, clocks, memorials	Apply to Clerk	See Appendix A
A summary of services for which the council is entitled to recover a fee, together with those fees	Website	Free
Newsletter	Website	Free

Contact details: Town Clerk, Cinderford Town Council, Belle Vue Centre, Belle Vue Road, Cinderford, GL14 2AB
Email – clerk@cinderfordtowncouncil.gov.uk Website – cinderfordtowncouncil.gov.uk Tel – 01594 822599.

APPENDIX A - SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost plus nominal charge for electricity consumption, stapling etc
	Photocopying @ 25p per sheet (colour)	Actual cost plus nominal charge for electricity consumption, stapling etc
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None	In accordance with the relevant legislation (quote the actual statute)
Other		