Information available from Norton Parish Council under the Publication Scheme devised and approved by the Information Commissioner

Adopted on 09.07.25
Reviewed May 2026
Next Scheduled Review Annual Meeting May 2027
This document will be reviewed bi-annually or sooner if required

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard copy or email from the clerk Parish council website	See costs schedule below
Who's who on the Council and its Committees	Hard copy or email from the clerk Parish council website	See costs schedule below
Contact details for Parish Clerk and Council members	Hard copy or email from the clerk Parish council website	See costs schedule below
Staffing structure	Not application	N/A
Information to be published	**How the information can be obtained**	**Cost**
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	Hard copy or email from the clerk Parish council website	See costs schedule below
Annual return form and report by auditor	Hard copy or email from the clerk Parish council website	See costs schedule below
Finalised budget	Hard copy or email from the clerk Parish council website	See costs schedule below
Precept	Hard copy or email from the clerk Parish council website	See costs schedule below
Borrowing Approval letter	None	N/A

Financial Standing Orders and Regulations	Hard copy or email from the clerk Parish council website	See costs schedule below
Grants given and received	Hard copy or email from the clerk	See costs schedule below
List of current contracts awarded and value of contract	Hard copy from the clerk	See costs schedule below
Members' allowances and expenses	Hard copy from the clerk Parish council website (minutes)	See costs schedule below
Information to be published	**How the information can be obtained**	**Cost**
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Hard copy or email from the clerk	See costs schedule below
Parish Plan (current and previous year as a minimum)	None	See costs schedule below
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy or email from the clerk Parish council website (Minutes)	See costs schedule below
Quality status	Not application	N/A
Local charters drawn up in accordance with DCLG guidelines	None in place	N/A
Information to be published	**How the information can be obtained**	**Cost**
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy or email from the clerk Parish council website (Minutes)	See costs schedule below
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy or email from the clerk Parish council website Parish noticeboards	See costs schedule below
Agendas of meetings (as above)	Hard copy or email from the clerk Parish council website Parish noticeboards	See costs schedule below
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy or email from the clerk Parish council website	See costs schedule below

	Parish noticeboards	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy from the clerk	See costs schedule below
Responses to consultation papers	Hard copy or email from the clerk Parish council website (Minutes)	See costs schedule below
Responses to planning applications	Hard copy or email from the clerk Parish council website (minutes)	See costs schedule below
Bye-laws	None	N/A
Information to be published	**How the information can be obtained**	**Cost**
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy or email from the clerk Parish council website	See costs schedule below
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	Where applicable hard copies from the clerk. Otherwise on parish council website	See costs schedule below
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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)	Where applicable hard copies from the clerk. Otherwise on parish council website	See costs schedule below
Information security policy	Hard copy or email from the clerk	See costs schedule below
Records management policies (records retention, destruction and archive)	Hard copy or email from the clerk	See costs schedule below
Data protection policies	Hard copy or email from the clerk	See costs schedule below

	Parish council website	
Schedule of charges (for the publication of information)	See below	See costs schedule below
Information to be published	**How the information can be obtained**	**Cost**
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy or email from the clerk Some information may only be available by inspection)	See costs schedule below
Assets register	Hard copy or email from the clerk Parish council website	See costs schedule below
Disclosure log (indicating the information that has been provided in response to requests)	Hard copy or email from the clerk	See costs schedule below
Register of Interests	Available from Returning Officer at Tewkesbury Borough Council Hard copy or email from the clerk	See costs schedule below
Register of gifts and hospitality	None	See costs schedule below
Information to be published	**How the information can be obtained**	**Cost**
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	Hard copy or email from the clerk Parish council website; (some information may only be available by inspection)	See costs schedule below
Playground, Community Centre, recreational facilities etc.	None	See costs schedule below
Seating, litter bins etc	Hard copy or email from the clerk	See costs schedule below
Additional Information This will provide Council with the opportunity to publish information that is not itemised in the lists above	Hard copy or email from the clerk Parish council website; some information may only be available by inspection	See costs schedule below

SCHEDULE OF CHARGES		
TYPE OF CHARGE	**DESCRIPTION**	**BASIS OF CHARGE**
Disbursement cost	Photocopying @ 15p per sheet (B & W)	Based on computer printing
	Photocopying @ 30p per sheet (colour)	Based on computer printing
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (The statute applicable will be stated)
Method of payment	A pro-forma invoice will be provided	For settlement prior to supply of documents .

Contact details for the Clerk:
By email: clerk@nortonparish.gov.uk