

EAST GOSCOTE PARISH COUNCIL

MODEL PUBLICATION SCHEME



Approved by: Full Council

Date: 28th July 2025

Last reviewed: May 2015

Next review due:

Information available from East Goscote Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do		
Who's who on the Council and its Committees	Website Hard Copy – Contact the Clerk	Free 25p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy – Contact the Clerk	Free 25p/sheet
Location of main Council office and accessibility details: East Goscote Parish Council, Village Hall, Long Furrow, East Goscote, Leicestershire, LE7 3ZL	Website Hard Copy – Contact the Clerk	Free 25p/sheet
Staffing structure	Hard Copy – Contact the Clerk	
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Website Hard Copy – Contact the Clerk	Free 25p/sheet
Finalised budget	Website Hard Copy – Contact the Clerk	Free 25p/sheet
Precept	Website Hard Copy – Contact the Clerk	Free 25p/sheet

Borrowing Approval letter	Not Applicable	
Financial Standing Orders and Regulations	Website Hard Copy – Contact the Clerk	Free 25p/sheet
Grants given and received	Website Hard Copy – Contact the Clerk	Free 25p/sheet
List of current contracts awarded and value of contract	Hard Copy – Contact the Clerk	25p/sheet
Members’ allowances and expenses	Website Hard Copy – Contact the Clerk	Free 25p/sheet
Class 3 – What our priorities are and how we are doing		
Parish Plan (current and previous year as a minimum)	Website Hard Copy – Contact the Clerk	Free 25p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy – Contact the Clerk	Free 25p/sheet
Quality status	Not Applicable	
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	
Class 4 – How we make decisions		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard Copy – Contact the Clerk	Free 25p/sheet
Agendas of meetings (as above)	Website Hard Copy – Contact the Clerk Village Noticeboards	Free 25p/sheet Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy – Contact the Clerk Minutes available for inspection at the Parish Office	Free 25p/sheet Free

Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy – Contact the Clerk	25p/sheet
Responses to consultation papers	Hard Copy – Contact the Clerk	
Responses to planning applications	Minutes (Website) Hard Copy – Contact the Clerk	Free 25p/sheet
Bye-laws	Hard Copy – Contact the Clerk	25p/sheet
Class 5 – Our policies and procedures		
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	Website Hard Copy – Contact the Clerk Documents available for inspection at the Parish Office	Free 25p/sheet Free
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)	Website Hard Copy – Contact the Clerk Documents available for inspection at the Parish Office	Free 25p/sheet Free
Information security policy	Website Hard Copy – Contact the Clerk	Free 25p/sheet

	Documents available for inspection at the Parish Office	Free
Records management policies (records retention, destruction and archive)	Website Hard Copy – Contact the Clerk Documents available for inspection at the Parish Office	Free 25p/sheet Free
Data protection policies	Website Hard Copy – Contact the Clerk Documents available for inspection at the Parish Office	Free 25p/sheet Free
Schedule of charges (for the publication of information)	Website Hard Copy – Contact the Clerk	Free 25p/sheet
Class 6 – Lists and Registers		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not Applicable	
Assets register	Website Hard Copy – Contact the Clerk	Free 25p/sheet
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)	Not Applicable	
Register of members' interests	Website Hard Copy – Contact the Clerk	Free 25p/sheet
Register of gifts and hospitality	Hard Copy – Contact the Clerk	25p/sheet
Class 7 – The services we offer		
Allotments	Not Applicable	
Burial grounds and closed churchyards	Not Applicable	

Community centres and village halls	Website Hard Copy – Contact the Clerk	Free 25p/sheet
Parks, playing fields and recreational facilities	Website Hard Copy – Contact the Clerk	Free 25p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy – Contact the Clerk	25p/sheet
Bus shelters	Hard Copy – Contact the Clerk	25p/sheet
Markets	Not Applicable	
Public conveniences	Not Applicable	
Agency agreements	Not Applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not Applicable	
Additional Information	None Recorded	

Contact details: Clerk to East Goscote Parish Council
The Village Hall
Long Furrow
East Goscote
Leicestershire
LE7 3ZL
Tel: 0116 260 2202
Email: clerk@eastgoscote-pc.gov.uk

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 @ 25p per A4 sheet (black & white)	Copying £0.10 per copy; Paper and Administration Charge £0.15 per copy
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	N/A
Other	N/A	N/A