

Information available from Godshill Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do Godshill Parish Council is a Local Council on the Isle of Wight providing services to local residents and visitors.</p>		
Who's who on the Council	Notice Board/Website	
Contact details for Parish Clerk and Council members	Notice Board/Website	
Location of main Council office and accessibility details	Notice Board/Website	
<p>Class 2 – What we spend and how we spend it (Current and previous financial year as a minimum)</p>	Details of Statutory Annual Governance and Accounting Statements, Budgets and Annual Accounts are detailed on the Parish Council Website.	

Annual return form and report by auditor	Hard copy	
Finalised budget	Hard copy	
Precept	Hard copy	
Grants given and received	Contact Clerk	
List of current contracts awarded and value of contract	Contact Clerk	
Members' allowances and expenses	Contact Clerk	
Class 3 – What our priorities are and how we are doing		
Annual Report to Parish Meeting/Annual Budget Parish Plan documents	Hard copy/Website	
Class 4 – How we make decisions Current and previous council year as a minimum	Hard copy	
Timetable of meetings	Contact Clerk	
Agendas of meetings	Website	
Minutes of meetings.	Website	
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Responses to consultation papers	Hard copy/Website	
Responses to planning applications	Hardcopy/Minutes	

Bye-laws	Contact Clerk	
Class 5 – Our policies and procedures		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Financial Regulations Code of Conduct Data Protection Policy</p>	Hard copy/Website	
<p>Internal policies relating to the delivery of services Equality and diversity policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Data Protection Policy</p>	Hard copy	
Records management policies (records retention, destruction and archive)	Hard copy	
Data protection policy	Clerk	
Class 6 – Lists and Registers		

Assets Register	Hard copy	
Register of members' interests	Inspection only	
Register of gifts and hospitality	Inspection only	
Class 7 – The services we offer (Current information only)		
Burial ground – Bridgecourt Cemetery	Clerk	
Memorial Garden – Church Hill	Clerk	
Playing fields and recreational facilities – Central Mead & May Close	Clerk	
Seating – Various locations	Clerk	
Public Conveniences – High Street, Godshill		

Contact details:
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High Street

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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
Burial Fees	Charges for Interment, Grave Purchases & Memorials	*Reviewed annually
Public Conveniences	Entrance Fee	Fixed charge of 20 pence