

**INFORMATION AVAILABLE FROM
CIRENCESTER TOWN COUNCIL
UNDER THE MODEL PUBLICATION SCHEME**

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website	FREE
	Hard Copy	FREE
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	FREE
	Hard Copy	FREE
Location of main Council office and accessibility details	Website	FREE
	Hard Copy	FREE
List of staff and Contact Details	Website	FREE
	Hard Copy	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 available as a minimum)		
Annual Return Form and Report by Auditor	Hard Copy	FREE

Budget	Website	FREE
	Hard Copy	FREE
Precept	Website	FREE
	Hard Copy	FREE
Financial Standing Orders and Regulations	Website	FREE
	Hard Copy	FREE
Grants (Given and Received)	Hard Copy	FREE
List of current contracts awarded and value of contract	Hard Copy	FREE
Members' allowances and expenses (where applicable)	Hard Copy	FREE
Class 3 – What our priorities are and how we are doing		
Our Future Cirencester Community Plan	Website	FREE
	Hard Copy	FREE
Annual Report 2007/08	Website	FREE
	Hard Copy	FREE
Quality Status	Website	FREE
	Hard Copy	FREE
Local Charter with Gloucestershire County Council	Website	FREE
	Hard Copy	FREE

Class 4 – How we make decisions		
Schedule of Meetings (Council, Committee and Sub-Committee meetings; Annual Meeting of the Town)	Website	FREE
	Hard Copy	FREE
Agendas of Meetings (Council, Committee and Sub-Committee meetings; Annual Meeting of the Town)	Website	FREE
	Hard Copy	FREE
Minutes of Meetings (Council, Committee and Sub-Committee meetings; Annual Meeting of the Town – Excluding information that is confidential to the meeting)	Website	FREE
	Hard Copy	FREE
Reports (Council, Committee and Sub-Committee meetings; Annual Meeting of the Town – Excluding information that is confidential to the meeting)	Website	FREE
	Hard Copy	FREE
Responses to consultation papers	Hard Copy	FREE
Responses to planning applications	Hard Copy	FREE
Bye-laws	Hard Copy	FREE
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities - current information only)		
Policies and procedures for the conduct of council business, including any procedural standing orders, terms of reference, delegated authority in respect of officers, the code of conduct and policy statements.	Website	FREE
	Hard Copy	FREE

Policies and procedures for the provision of services relating to the employment of staff including any internal policies relating to the delivery of services, equality, diversity, health and safety, recruitment policies, policies and procedures for handling requests for information, complaints procedures (including those covering requests for information and operating the publication scheme)	Website	FREE
	Hard Copy	FREE
Data protection and records management policies (records retention, destruction and archive)	Hard Copy	FREE
Schedule of Charges (for the publication of information)	Hard Copy	FREE
Class 6 – Lists and Registers (Currently maintained lists and registers only)		
Assets Register	Available by inspection.	FREE
Register of members' interests	Available by inspection.	FREE
Register of gifts and hospitality	Available by inspection.	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	Website	FREE
	Hard Copy	FREE
Bus Shelters	Website	FREE
	Hard Copy	FREE

Charter Market	Website	FREE
	Hard Copy	FREE
Newsletter	Website	FREE
	Hard Copy	FREE
Parks, playing fields and recreational facilities	Website	FREE
	Hard Copy	FREE
Press Statements	Website	FREE
	Hard Copy	FREE
Public Conveniences	Website	FREE
	Hard Copy	FREE
Seating, litter bins, clocks, memorials and lighting	Website	FREE
	Hard Copy	FREE
Town Council Purpose Statement	Website	FREE
	Hard Copy	FREE

Contact details:

Andrew Tubb – Chief Executive Officer
Cirencester Town Council (Freepost RRLX-UZGX-HYEB) Dyer House, 3 Dyer Street, Cirencester, Glos., GL7 2PP Telephone: 01285 655646 /
Facsimile: 01285 643843 Email: administrator@cirencester.gov.uk / Website: www.cirencester.gov.uk

Customer Information Administrative Officers: Libby Hughes & Sally Mason
Customer Information Point Opening Times, Dyer House, Dyer Street 9.00 a.m. to 3.00 p.m. Monday to Friday