

GRETTON PARISH COUNCIL

Publication Scheme

Information available to the public under the Freedom of Information Act 2000

Introduction

Gretton Parish Council is committed to openness and transparency. This publication scheme sets out the classes of information the council routinely makes available to the public, how that information can be obtained, and any charges that may apply.

The scheme is adopted under section 19 of the Freedom of Information Act 2000 and follows the Information Commissioner's Office (ICO) guidance for local councils. It applies to information held by Gretton Parish Council in its capacity as a local authority.

Information is provided free of charge wherever possible. Where information is not published on the council's website, it is available on request from the Parish Clerk. Any charge is limited to the actual cost of providing it (printing, copying, postage). Staff time may be charged only where a request exceeds the FOI appropriate limit of £450.

Note on Policies Under Development

Two policies listed in Class 5 are currently under development and have not yet been formally adopted by the council. These are shown in the table in amber. The council intends to adopt both during 2025/26 using the NALC/GAPTC model templates, at which point this scheme will be updated.

Any member of the public wishing to raise a complaint in the meantime should contact the Parish Clerk in writing at the address below. The council will respond within 20 working days.

Data Protection and GDPR

Gretton Parish Council is registered as a data controller with the Information Commissioner's Office (ICO). The council processes personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. A Privacy Notice is available on the council's website and from the Clerk on request.

Requests for Information

Information not listed in this scheme may still be requested under the Freedom of Information Act 2000. All requests should be made in writing (including by email) to the Parish Clerk. The council will respond within 20 working days.

Where a request would cost more than £450 to fulfil, the council may decline to provide the information or may agree a reduced request with the applicant.

Contact Details

Parish Clerk	Gretton Parish Council
Email	clerk@grettonpc-glos.org.uk
Website	www.grettonpc-glos.org.uk

Information Available

The table below sets out the seven classes of information the council makes available. Where a row is highlighted in amber, the policy is under development and not yet adopted.

All information is available free of charge from the council website. Where information is not on the website, it is available on request from the Parish Clerk – see the charges schedule in Appendix A for any applicable costs.

Information to be Published	How to Obtain It	Cost
Class 1 – Who We Are and What We Do		
Names of councillors serving on the council	Council website	Free
Contact details for the Parish Clerk	Council website	Free
Location of meeting venue and accessibility information	Council website	Free
Map of the parish boundary	Council website	Free
Staffing structure	Council website	Free
Class 2 – What We Spend and How We Spend It		
Annual Governance and Accountability Return (AGAR) and external auditor report	Council website	Free
Finalised budget	Council website	Free
Precept requirement	Council website	Free
Financial regulations	Council website	Free
Grants given and received	Council website (minutes)	Free
List of contracts awarded and contract values	Available on request from the Clerk	See charges
Councillors' allowances and expenses	Available on request from the Clerk	See charges
CIL (Community Infrastructure Levy) receipts and spending	Council website (minutes)	Free
Borrowing approval letter (if applicable)	Available on request from the Clerk	See charges
Class 3 – What Our Priorities Are and How We Are Doing		
Annual report to the Parish Meeting	Council website (minutes)	Free
Local plan or priorities statement (if produced)	Council website	Free
Class 4 – How We Make Decisions		
Timetable of meetings	Council website	Free
Agendas of meetings	Council website	Free
Minutes of meetings	Council website	Free
Reports presented to council meetings	Available on request from the Clerk	See charges
Responses to consultation papers	Council website (minutes)	Free
Responses to planning applications	Council website (minutes) and Tewkesbury Borough Council planning portal	Free
Bye-laws	legislation.gov.uk	Free

Class 5 – Our Policies and Procedures		
Standing orders (procedural)	Council website	Free
Financial regulations	Council website	Free
Code of Conduct for members	Council website	Free
Complaints procedure	Under development - to be adopted 2026/27	–
Equality and diversity policy	Under development - to be adopted 2026/27	–
Health and safety policy	Under development - to be adopted 2026/27	–
Data protection / privacy notice (GDPR)	Council website	Free
Records retention and disposal schedule	Under development - to be adopted 2026/27	–
Schedule of charges for information requests	See Appendix A below	Free
Class 6 – Lists and Registers		
Asset register	Available on request from the Clerk	See charges
Register of members' interests	Council website	Free
Register of gifts and hospitality	Available on request from the Clerk	See charges
Class 7 – The Services We Offer		
Maintenance of open spaces, play areas and village assets	Available on request from the Clerk	Free
Maintenance of noticeboards	Available on request from the Clerk	Free
Grant-making (S137 and other discretionary powers)	Council website (minutes)	Free
Agency agreements with other bodies	Available on request from the Clerk	Free

Appendix A – Schedule of Charges

The council does not charge for information published on its website. Where information must be provided in paper form or by post, the following charges apply. Charges are based on actual disbursement costs only.

Type of Charge	Description	Basis of Charge
Disbursement cost	Printing – black and white (per sheet)	15p per sheet
Disbursement cost	Photocopying – colour (per sheet)	25p per sheet
Disbursement cost	Postage – Royal Mail standard 2nd class	Actual cost
Staff time	Clerk time for requests exceeding the FOI appropriate limit (currently £450 for local authorities)	Hourly rate for Clerk

Document Control

	Date	Minute Reference
Originally adopted	10 November 2016	
Last reviewed	13 May 2026	130526.14.4
Next review due	May 2027	