

Model Publication Scheme – Information available from Blockley Parish Council 2026

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only		
Who's who on the Council and its Committees	Website / Office	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	parishclerk@blockleyparish.gov.uk bpcadmin@blockleyparish.gov.uk telephone 01386 701602 All councillors Website / Office	Free
Location of main Council Office and accessibility details	Blockley Heritage Centre, Park Road, Blockley GL56 9BY. Ground floor, fully accessible	
Staffing structure	The Council employs three part-time members of staff: Parish Clerk & RFO, Admin Assistant and Grounds Maintenance Officer.	
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.		
Annual return form and report by auditor	Website / Office	10p/p/s
Finalised budget	Website / Office	10p/p/s
Precept	Website / Office	10p/p/s
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website / Office	10p/p/s
Grants given and received	Website - BPC Minutes & Finance Report / Office	10p/p/s
List of current contracts awarded and value of contract	Website / Office	10p/p/s
Members' allowances and expenses	Website - BPC Minutes (Finance Report) Office	10p/p/s

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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A Neighbourhood Priority Statement being consulted on and in preparation	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website – Cllrs Annual Reports / Office	10p/p/s
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website / Office	Free
Agendas of meetings (as above)	Website / Parish Noticeboards / Social Media / Office	10p/p/s
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website / Office	10p/p/s
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Office	10p/p/s
Responses to consultation papers	Office	10p/p/s
Responses to planning applications	Office / CDC Website	10p/p/s
Bye-laws	N/A	N/A
Class 5 – Our Policies and Procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Code of Conduct	Website /Office	10p/p/s
Procedural Standing Orders	Website / Office	10p/p/s
Committee and sub-committee terms of reference	Website / Office	10p/p/s
Delegated authority in respect of officers	Contact Clerk	
Policy Statements	Website / Office	10p/p/s
Internal policies relating to the delivery of services	Contact Clerk	
Equality and Diversity Policy	Website / Office	10p/p/s
Recruitment policies including current vacancies	Contact Clerk	
Policies and procedures for handling requests for information	Contact Clerk	
Complaints procedures (including those covering requests for information and operating the publication scheme).	Website / Office	10p/p/s

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Information security policy/ Data Security Policy	Website / Office	10p/p/s
Records management policies (records retention, destruction and archive)	Website / Office	10p/p/s
Data protection policies	Website / Office	10p/p/s
Schedule of charges (for the publication of information) Model Publication Scheme	Website/ Office	10p/p/s
Class 6 – Lists and Registers Currently maintained lists and registers only	Some information only available by inspection	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	Website / Office	10p/p/s
Disclosure log (indicating the information that has been provided in response to requests; may not be held by Parish Councils)	N/A	10p/p/s
Register of Members’ Interests	CDC website / Office	10p/p/s
Register of gifts and hospitality	Contact Clerk	10p/p/s
Class 7 – The Services we Offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Some information only available by inspection	
Allotments	N/A not managed by BPC	
Burial Grounds and closed churchyards	Website / Office	10p/p/s
Community centres and village halls	See individual website for village halls – not under direct PC control	10p/p/s
Parks, playing fields and recreational facilities	Contact Clerk	10p/p/s
Seating, litter bins, clocks, memorials and lighting	Contact Clerk	10p/p/s
Bus shelters	Contact Clerk	10p/p/s
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website / Office	10p/p/s

Contact Details: Blockley Parish Council, The Heritage Centre, Park Road, Blockley, GL56 9BY

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parishclerk@blockleyparish.gov.uk Tel: 01386 701602

The Clerk is available for appointments with residents by prior appointment

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 at 10 pence per A4 sheet (black and white)	Charge based on copy cost and admin charge
	Postage – cost of Royal Mail standard 2 nd class	Actual cost of Royal Mail standard 2 nd class.

FREEDOM OF INFORMATION REQUESTS

During the year 1 January 2025 to 31 December 2025 the Council received 1 request under the Freedom of Information Act.

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