

# Information available from Great Glemham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b></p> <ul style="list-style-type: none"> <li>• Who's who on the Council and its Committee</li> <li>• Contact details for Parish Clerk and Council members</li> <li>• Details of accessibility to Parish Council</li> <li>• Staffing Structure</li> </ul>	<p>Available free on website address:  <a href="http://greatglemham.onesuffolk.net/parish-council/">http://greatglemham.onesuffolk.net/parish-council/</a>  or on Parish noticeboard or hard copy from Clerk</p> <p>Clerk &amp; Responsible Financial Officer to the Council</p>	<p>see below**</p>
<p><b>Class 2 – What we spend and how we spend it</b></p> <ul style="list-style-type: none"> <li>• Current and previous financial year's accounts</li> <li>• Annual Return form and Auditor's report</li> <li>• Financial Regulations</li> <li>• Finalised budget</li> <li>• Precept</li> <li>• Grants awarded and received</li> <li>• List of current contracts awarded and value of contract</li> <li>• Members' allowances and expenses</li> </ul>	<p>Available free on website address:  <a href="http://greatglemham.onesuffolk.net/parish-council/">http://greatglemham.onesuffolk.net/parish-council/</a>  or hard copy from Clerk</p> <p>Website and hard copy minutes  Website and hard copy minutes  Website and hard copy minutes  Website and hard copy minutes  Hard copy from Clerk</p>	<p>see below**</p>
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <ul style="list-style-type: none"> <li>• Annual Report to Parish or Community Meeting</li> <li>• Annual Audit</li> </ul>	<p>Website and hard copy  Website and hard copy</p>	<p>see below**</p>
<p><b>Class 4 – How we make decisions</b></p> <ul style="list-style-type: none"> <li>• Timetable of Parish Council Meetings for the current year</li> <li>• Agendas of meetings</li> <li>• Minutes of meetings (n.b. this will exclude information that is properly regarded as private to the meeting.)</li> <li>• Reports presented to council meetings (n.b. this will exclude information that is properly regarded as private to the meeting.)</li> <li>• Responses to consultation papers</li> <li>• Responses to planning applications</li> </ul>	<p>Website and notice board  Website and notice board  Website and notice board</p> <p>Website and notice board</p> <p>On request to the Parish Clerk  Included in the minutes or on the Local Planning Authority's website</p>	<p>see below**</p>

<p><b>Class 5 – Our policies and procedures</b></p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Code of Conduct</li> <li>• Policies relating to the employment of staff</li> <li>• Health and safety policy</li> <li>• Policies and procedures for handling requests for information</li> <li>• Media and Reporting Protocol Policies</li> <li>• Records management policies (records retention, destruction &amp; archive)</li> <li>• Data Protection Policies</li> <li>• Protocol for Public Participation in Meetings</li> <li>• Schedule of charges for the publication of information</li> </ul>	<p>Contact the Clerk with specific requests for any policies &amp; procedures or visit the website</p> <p>Attached to this register</p>	<p>see below**</p> <p>see below**</p>
<p><b>Class 6 – Lists and Registers</b></p> <ul style="list-style-type: none"> <li>• Assets Register</li> <li>• Register of members’ interests</li> </ul>	<p>On website or on request to the Parish Clerk Link available via the website</p>	<p>see below**</p> <p>see below**</p>
<p><b>Class 7 – The services we offer</b></p> <p>Telephone Kiosk library Notice Board Defibrillator &amp; cabinet Grit Bins (2) Village Sign Playground Equipment</p>	<p>Details and information on request to the Parish Clerk</p>	<p>see below**</p>
<p><b>The Parish Council Notice Board is situated next to the Village Hall</b></p>		

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### SCHEDULE OF CHARGES – where applicable

This describes how the charges have been arrived at and is published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ £1 first sheet then 10p per sheet (black & white) or 15p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\*\* hard copy will incur a fee – see table above