

Information available from Grendon 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 (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> | <p>Hard copy Email Website</p> | <p>10p per sheet Free Free</p> |
| <p>Who's who on the Council and its Committees</p> | <p>Hard copy Email Website</p> | <p>10p per sheet Free Free</p> |
| <p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p> | <p>Hard copy Email Website Notice Boards</p> | <p>10p per sheet Free Free Free</p> |
| <p>Location of main Council office and accessibility details</p> | <p>Hard copy Email Website</p> | <p>10p per sheet Free Free</p> |

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| 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 | Hard Copy | 10p per sheet |
| Finalised budget | Hard Copy Email | 10p per sheet Free |
| Precept | Hard Copy Email | 10p per sheet Free |
| Borrowing Approval letter (if applicable) | Hard Copy | 10p per sheet |
| Financial Standing Orders and Regulations | Hard Copy Email | 10p per sheet Free |
| Grants given and received | Hard Copy Email | 10p per sheet Free |
| List of current contracts awarded and value of contract | Hard Copy Email | 10p per sheet Free |
| Members' allowances and expenses | Hard Copy Email | 10p per sheet Free |
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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) | Hard Copy Email | 10p per sheet Free |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Hard Copy Email | 10p per sheet Free |
| Quality status | Hard Copy Email | 10p per sheet Free |

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| Local charters drawn up in accordance with DCLG guidelines | Hard Copy Email | 10p per sheet Free |
| 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) | Hard Copy Email Website | 10p per sheet Free Free |
| Agendas of meetings (as above) | Hard Copy Email Website | 10p per sheet Free Free |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Hard Copy Email Website | 10p per sheet Free Free |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hard Copy Email Website | 10p per sheet Free Free |
| Responses to consultation papers | Hard Copy Email Website | 10p per sheet Free Free |
| Responses to planning applications | Hard Copy Email Website | 10p per sheet Free Free |
| Bye-laws | Hard Copy Email | 10p per sheet Free |
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| <p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> | | |
| <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p> | <p>Hard Copy Email</p> | <p>10p per sheet Free</p> |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p> | <p>Hard Copy Email</p> | <p>10p per sheet Free</p> |
| <p>Information security policy</p> | <p>Hard Copy Email</p> | <p>10p per sheet Free</p> |
| <p>Records management policies (records retention, destruction and archive)</p> | <p>Hard Copy Email</p> | <p>10p per sheet Free</p> |

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| Data protection policies | Hard Copy Email | 10p per sheet Free |
| Schedule of charges (for the publication of information) | Hard Copy Email Website | 10p per sheet Free Free |
| Class 6 – Lists and Registers Currently maintained lists and registers only | (hard copy or website; some information may only be 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) | Hard Copy | 10p per sheet |
| Assets Register | Hard Copy | 10p per sheet |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils) | Hard Copy | 10p per sheet |
| Register of members' interests | Hard Copy | 10p per sheet |
| Register of gifts and hospitality | Hard Copy | 10p per sheet |
| 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 | (hard copy or website; some information may only be available by inspection) | |
| Allotments | Hard Copy Email | 10p per sheet Free |

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|---|--------------------|-----------------------|
| Burial grounds and closed churchyards | n/a | n/a |
| Community centres and village halls | n/a | n/a |
| Parks, playing fields and recreational facilities | Hard Copy Email | 10p per sheet Free |
| Seating, litter bins, clocks, memorials and lighting | Hard Copy Email | 10p per sheet Free |
| Bus shelters | n/a | n/a |
| Markets | n/a | n/a |
| Public conveniences | n/a | n/a |
| Agency agreements | Hard Copy Email | 10p per sheet Free |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Hard Copy Email | 10p per sheet Free |
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| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
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Contact details:

Parish Clerk
26 Main Road
Grendon
NN7 1JW
01933 663918
Email grendonpc@gmail.com
Website: www.grendonvillage.org

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 @ ..p per sheet (black & white) | Actual cost * |
| | Photocopying @ ..p per sheet (colour) | Actual cost |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| | | |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| | | |
| Other | | |
| | | |

* the actual cost incurred by the public authority