

## Information available from Great Finborough Parish Council under the model publication scheme adopted on 5<sup>th</sup> January 2009

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Hard Copy – contact the clerk	10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Village Notice Board Or contact the clerk	Free
Location of main Council office and accessibility details	Great Finborough PC do not have a main office	
Staffing structure	Hard Copy – contact the clerk	10p per sheet
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	Website – Hard copy - contact the clerk	10p per sheet
Finalised budget	Hard Copy – contact the clerk	10p per sheet
Precept	Via Minutes, Hard Copy – contact the clerk	10p per sheet
Borrowing Approval letter	Great Finborough PC do not currently borrow	
Financial Standing Orders and Regulations	Hard Copy – contact the clerk	10p per sheet
Grants given and received	Hard Copy – contact the clerk	10p per sheet

List of current contracts awarded and value of contract	Hard Copy – contact the clerk	10p per sheet
Members' allowances and expenses	Great Finborough PC do not currently pay Members allowance or expences	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan	Hard Copy – contact the clerk	10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy – contact the clerk	10p per sheet
Quality status	Great Finborough PC do not currently have Quality Status	
Local charters drawn up in accordance with DCLG guidelines	There are currently no charters in operation	
<b>Class 4 – How we make decisions</b> (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, Notice Board, Hard Copy – contact the clerk	10p per sheet
Agendas of meetings (as above)	Website, Notice Board, Hard Copy – contact the clerk	10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, Hard Copy – contact the clerk	10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly	Website, Hard Copy –	10p per

regarded as private to the meeting.	contact the clerk	sheet
Responses to consultation papers	Hard Copy – contact the clerk	10p per sheet
Responses to planning applications	Hard Copy – contact the clerk	10p per sheet
Bye-laws	Great Finborough PCV do not currently have any byelaws	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference <del>Delegated authority in respect of officers</del> Code of Conduct Policy statements	Hard Copy – contact the clerk	10p per sheet
Policies and procedures for the provision of services and about the employment of staff:  <del>Internal policies relating to the delivery of services</del> <del>Equality and diversity policy</del> <del>Health and safety policy</del> <del>Recruitment policies (including current vacancies)</del>  Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy – contact the clerk	10p per sheet
<del>Information security policy</del> <del>Records management policies (records retention, destruction and archive)</del>		10p per sheet

Data protection policies		
Schedule of charges (for the publication of information)	Within this document	
<b>Class 6 – Lists and Registers</b>	(some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	None held	
Assets Register	Hard Copy – contact the clerk - Website	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)	None held	
Register of members' interests	District Council website, Hard Copy – contact the clerk	10p per sheet
Register of gifts and hospitality	None held	
<b>Class 7 – The services we offer</b>	(some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Great Finborough PC allotments are run by the GF Allotment Association – Contact details available from the clerk	
Burial grounds and closed churchyards	Great Finborough PC do not currently have a cemetery	
Community centres and village halls	Pettward Hall – Contact details available on notice board or from the clerk	Free
Parks, playing fields and recreational facilities	Playground – for info contact the clerk	

Seating, litter bins, clocks, memorials and lighting	for info contact the clerk	
Bus shelters	for info contact the clerk	
Markets	Great Finborough PC do not currently operate a market	
Public conveniences	Great Finborough PC do not currently operate a public convenience	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

### Contact details:

**Mrs Paula Gladwell**  
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**Great Green**  
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## 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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Colour copying not available	
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Not applicable	
<b>Other</b>	Staff time @ £25.00 per hour	Recommended by ICO

\* the actual cost incurred by the public authority