

## Information routinely available from Great Addington Parish Council under the Model Publication Scheme

Information to be published	How the information may 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	PDF file (via website or e-mail) and/or hard copy	
Who's who on the Council and its Committees	PDF file Hard copy	Free 10p per A4 sheet
Contact details for Parish Clerk (name, home/e-mail address and telephone number)	PDF file Hard copy	Free Free
Location of main Council office and accessibility details	N/A	
Staffing structure	Website	Free
<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) Current and previous financial year as a minimum	PDF file (via website or e-mail) and/or hard copy	
Annual return form and report by auditor	PDF file Hard copy	Free 10p per A4 sheet

Finalized budget	PDF file Hard copy	Free 10p per A4 sheet
Precept	PDF file Hard copy	Free 10p per A4 sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	PDF file Hard copy	Free 10p per A4 sheet
Grants given and received	Hard copy	10p per A4 sheet
List of current contracts awarded and value of contract	Hard copy	10p per A4 sheet
Members' allowances and expenses	Hard copy	10p per A4 sheet
<b>Class 3 - What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	PDF file (via website or e-mail) and/or hard copy	
Parish Plan	PDF file Hard copy	Free 10p per A4 sheet or £3 in total
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	PDF file Hard copy	Free 10p per A4 Sheet

Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 - How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	PDF file (via website or e-mail) and/or hard copy	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	PDF file Hard copy	Free 10p per A4 sheet
Agendas of meetings (as above)	PDF file Hard copy	Free 10p per A4 sheet
Minutes of meetings (as above) - nb this will exclude information that is properly regarded as private to the meeting.	PDF file Hard copy	Free 10p per A4 sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	PDF file Hard copy	Free 10p per A4 sheet
Responses to consultation papers	PDF file Hard copy	Free 10p per A4 sheet
Responses to planning applications	PDF file Hard copy	Free 10p per A4 sheet
Bye-laws	N/A	

<b>Class 5 - Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	PDF file (via website or e-mail) and/or hard copy	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	All available as a PDF file and as a hard copy	Free as a PDF file or 10p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff: 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)	All available as a PDF file and as a hard copy	Free as a PDF file or 10p per A4 sheet
Information security policy	PDF file	Free
Records management policies (records retention, destruction and archive)	PDF file	Free
Data protection policies	PDF file	Free
Schedule of charges (for the publication of information)	PDF file Hard copy	Free Free

<b>Class 6 - Lists and registers</b> Currently maintained lists and registers only	PDF file (via website or e-mail) and/or hard copy; 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)	N/A	
Assets register	PDF file Hard copy	Free 10p per A4 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)	PDF file Hard copy	Free 10p per A4 sheet
Register of members' interests	Inspection only	Free
Register of gifts and hospitality	Inspection only	Free
<b>Class 7 - The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	PDF file (via website or e-mail) and/or hard copy	
Allotments	N/A	
Burial grounds and closed churchyards	PDF file Hard copy	Free 10p per A4 sheet

Community centres and village halls	PDF file Hard copy	Free 10p per A4 sheet
Parks, playing fields and recreational facilities	PDF file Hard copy	Free 10p per A4 sheet
Seating, litter bins, clocks, memorials and lighting	PDF file Hard copy	Free 10p per A4 sheet
Bus shelters	PDF file Hard copy	Free 10p per A4 sheet
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)	N/A	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

Please write to Mrs Helen Hoier (Clerk) at 10 Rushwell Close, Great Addington, Kettering, Northamptonshire NN14 4BP, send an e-mail to [h.hoier@btinternet.com](mailto:h.hoier@btinternet.com) or call 01536 330858 for all information requests

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost*
	Photocopying @ 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)
<b>Other</b>		

\*Actual cost incurred by the public authority