

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

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <ul style="list-style-type: none"> • Who's who on the Council and its Committee • Contact details for Parish Clerk and Council members • Details of accessibility to Parish Council • Staffing Structure 	<p>Available free on website address: http://Great Glemham.onesuffolk.net/parish-council/ or on Parish noticeboard or hard copy from Clerk</p> <p>Clerk & Responsible Financial Offer to the Council</p>	<p>see below**</p>
<p>Class 2 – What we spend and how we spend it</p> <ul style="list-style-type: none"> • Current and previous financial year's accounts • Annual Return form and Auditor's report • Financial Regulations • Finalised budget • Precept • Grants awarded and received • List of current contracts awarded and value of contract • Members' allowances and expenses 	<p>Available free on website address: http://Great Glemham.onesuffolk.net/parish-council/ 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>Class 3 – What our priorities are and how we are doing</p> <ul style="list-style-type: none"> • Annual Report to Parish or Community Meeting • Annual Audit 	<p>Website and hard copy Website and hard copy</p>	<p>see below**</p>
<p>Class 4 – How we make decisions</p> <ul style="list-style-type: none"> • Timetable of Parish Council Meetings for the current year • Agendas of meetings • Minutes of meetings (n.b. this will exclude information that is properly regarded as private to the meeting.) • Reports presented to council meetings (n.b. this will exclude information that is properly regarded as private to the meeting.) • Responses to consultation papers • Responses to planning applications 	<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>Class 5 – Our policies and procedures</p> <ul style="list-style-type: none"> • Procedural standing orders • Code of Conduct • Policies relating to the employment of staff • Health and safety policy • Policies and procedures for handling requests for information • Media and Reporting Protocol Policies • Records management policies (records retention, destruction & archive) • Data Protection Policies • Protocol for Public Participation in Meetings • Schedule of charges for the publication of information 	<p>Contact the Clerk with specific requests for any policies & procedures or visit the website</p> <p>Attached to this register</p>	<p>see below**</p> <p>see below**</p>
<p>Class 6 – Lists and Registers</p> <ul style="list-style-type: none"> • Assets Register • Register of members' interests 	<p>On website or on request to the Parish Clerk Link available via the website</p>	<p>see below** see below**</p>
<p>Class 7 – The services we offer</p> <p>Telephone Kiosk library Notice Board Defibrillator & 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>The Parish Council Notice Board is situated next to the Village Hall</p>		

Contact details: Mrs Caroline Emeny
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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
Disbursement cost	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 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

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