

Little Glemham Parish Council

E-mail: clerk@littleglemhampc.org.uk

Website: littleglemhampc.org.uk

Information available from Little Glemham Parish Council

| Information to be published | How the information can be obtained | Cost |
|---|--|---------------------------------|
| Class1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted. | | |
| Who's who on the Council and its Committees | From the Clerk (Hard Copy) Website | Photo Copy Cost Free |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Clerk – Notice Boards From the Clerk (Hard copy) Website | Free Photo Copy Cost Free |
| Staffing structure | Clerk is only employee | |
| 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 | From the Clerk (Hard Copy) | Photo Copy Cost |
| Finalised budget | From the Clerk (Hard Copy) | Photo Copy Cost |
| Precept | From the Clerk (Hard Copy) | Photo Copy Cost |

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| Financial Standing Orders and Regulations | From the Clerk (Hard Copy) | Photo Copy Cost |
| Grants given and received | From the Clerk (Hard Copy) | Photo Copy Cost |
| List of current contracts awarded and value of contract | From the Clerk (Hard Copy) | Photo Copy Cost |
| Members' allowances and expenses | From the Clerk (Hard Copy) | Photo Copy Cost |

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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) | Steering Group | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | From the Clerk (Hard Copy) | Photo Copy Cost |
| Quality status | From the Clerk (Hard Copy) | Photo Copy Cost |
| Local charters drawn up in accordance with DCLG guidelines | From the Clerk (Hard Copy) | Photo Copy Cost |

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| 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) | From the Clerk (Hard Copy) Website | Photo Copy Cost Free |
| Agendas of meetings (as above) | From the Clerk (Hard Copy) Website | Photo Copy Cost Free |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | From the Clerk (Hard Copy) Website | Photo Copy Cost Free |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | From the Clerk (Hard Copy) Website | Photo Copy Cost Free |
| Responses to consultation papers | From the Clerk (Hard Copy) | Photo Copy Cost |
| Responses to planning applications | From the Clerk (Hard Copy) Website | Photo Copy Cost Free |
| Bye-laws | | |

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| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | | |
| Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements | From the Clerk (Hard Copy) Website | Photo Copy Cost Free |
| Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • 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 | From the Clerk (Hard Copy) | Photo Copy Cost |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | From the Clerk (Hard Copy) | Photo Copy Cost |
| Information security policy | From the Clerk (Hard Copy) | Photo Copy Cost |
| Records management policies (records retention, destruction and archive) | From the Clerk (Hard Copy) | Photo Copy Cost |
| Data protection policies | From the Clerk (Hard Copy) | Photo Copy Cost |
| Schedule of charges (for the publication of information) | From the Clerk (Hard Copy) | Photo Copy Cost |

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| Class 6 – Lists and Registers 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) | From the Clerk (Hard Copy) | Photo Copy Cost |
| Assets Register | From the Clerk (Hard Copy) | Photo Copy Cost |

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| 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) | From the Clerk (Hard Copy) | Photo Copy Cost |
| Register of members' interests | From the Clerk (Hard Copy) | Photo Copy Cost |
| Register of gifts and hospitality | From the Clerk (Hard Copy) | Photo Copy Cost |

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| 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 | | |
| Village halls | Village Hall Committee | |
| Parks, playing fields and recreational facilities | From the Clerk (Hard Copy) | Photo Copy Cost |
| Seating, litter bins, clocks, memorials and lighting | From the Clerk (Hard Copy) | Photo Copy Cost |
| Bus shelters | From the Clerk (Hard Copy) | Photo Copy Cost |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | From the Clerk (Hard Copy) | Photo Copy Cost |

Additional Information
This will provide Councils with the opportunity to publish information that is not itemised in the lists above

Contact Details

Little Glemham Parish Council Clerk: clerk@littleglemhampc.org.uk

SCHEDULE OF CHARGES

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

| 1 TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|---------------------------------------|--|-----------------|
| Disbursement cost | Photocopying @ 10p 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 | | |