

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> Graveley Parish Council information, locations and contacts)	Notice Board Village Hall  Website  Hard Copy – contact clerk	Nil   Nil  10p per sheet
Who's who on the Council and its Committees	Notice Board Village Hall  Website  Hard Copy – contact clerk	Nil   Nil  10p per sheet
Contact details for Parish Clerk and Council members	Notice Board Village Hall  Website  Hard Copy – contact clerk	
Location of main Council office and accessibility details		
Staffing structure		
<b>Class 2 – What we spend and how we spend it</b>		

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(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 – contact Clerk	10p per sheet plus postage
Finalised budget	Hard copy – contact Clerk	10p per sheet plus postage
Precept	Hard copy – contact Clerk	10p per sheet plus postage
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard copy – contact Clerk	10p per sheet plus postage
Grants given and received	Hard copy – contact Clerk	10p per sheet plus postage
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p per sheet plus postage

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Members' allowances and expenses		10p per sheet plus postage
<p><b>Class 3 – What our priorities are and how we are doing</b>          (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – contact Clerk	Nil 10p per sheet plus postage
Quality status	N/A	
<p><b>Class 4 – How we make decisions</b>          (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		

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Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy – Contact Clerk	10p per sheet plus postage
Agendas of meetings (as above)	Website Hard copy – contact Clerk	Nil 10p per sheet plus postage
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Nil 10p per sheet plus postage
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	10p per Sheet plus postage
Responses to consultation papers	Hard copy – Contact Clerk	10p per Sheet plus postage
Responses to planning applications	Hard copy – Contact Clerk	10p per Sheet plus postage
Bye-laws		
<b>Class 5 – Our policies and procedures</b>		

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<p>(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</p> <p>Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Hard copy – contact Clerk</p> <p>No committees Hard copy Hard copy Hard copy</p>	<p>£2 per copy plus postage</p> <p>10p per sheet plus postage</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and 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</p>	<p>Hard copy</p> <p>Hard copy Hard copy Hard copy Hard copy</p>	<p>10p per sheet plus postage</p>

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Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Hard copy – contact Clerk	10p per sheet plus postage
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	10p per sheet plus postage
Data protection policies	Hard copy – contact Clerk	10p per sheet plus postage
Schedule of charges (for the publication of information)	Hard copy – contact Clerk	10p per sheet plus postage
<b>Class 6 – Lists and Registers</b>		
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)	Hard copy	10p per sheet plus postage
Assets register	Hard copy	10p per sheet plus postage

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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)	N/A	
Register of members' interests	N/A	
Register of gifts and hospitality	N/A	
<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	(hard copy or website; some information may only be available by inspection)	
Allotments	No Parish Council owned allotments	
Burial grounds and closed churchyards	No Parish Council owned burial grounds or closed cemetery	
Community centres and village halls	Hard copy – contact Clerk	10p per sheet plus postage
Parks, playing fields and recreational facilities	No Parish Council owned parks, playing fields or recreational facilities	

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Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk	10p per sheet plus postage
Bus shelters	Hard copy – contact Clerk	10p per sheet plus postage
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
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	N/A	

**Contact details:**

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 8 Elizabeth Way, Colne, Cambridgeshire, PE28 3PH  
 Tel: 07393 531817, Email: graveleyccclerk@gmail.com



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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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	More than 10p
	Photocopying @ 20 per sheet (colour)	More than 20p
	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)

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