

Information available from Great And Little Chishill Parish/Community Council under the model publication scheme

| Information to be published | How the information can be obtained | Cost See Schedule of Charges |
|--|-------------------------------------|--|
| Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) | Hard copy or website | |
| Who's who on the Council | Hard copy or website | |
| Contact details for Parish Clerk and Council members | Hard copy or website | |
| Location of main Council office and accessibility details | Hard copy or website | |
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| Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, financial audit) | Hard copy or website | |
| Annual return form and report by auditor | Hard copy or website | |
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| Precept | Hard copy or website | |
| Financial Standing Orders and Regulations | Hard copy or website | |
| Grants given and received | Hard copy | |
| List of current contracts awarded and value of contract | Hard copy | |
| Members' allowances and expenses | Hard copy or website | |
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| Class 3 – What our priorities are and how we are doing | | |
| Parish Plan | Hard copy or website | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Hard copy or website | |
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| Class 4 – How we make decisions | (hard copy or website) | |
| Timetable of meetings | Hard copy or website | |
| Agendas of meetings (as above) | Hard copy or website | |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Hard copy or website | |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hard copy or website | |
| Responses to planning applications | Hard copy or website | |
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| Class 5 – Our policies and procedures Current information only | Hard copy or website | |
| Policies and procedures for the conduct of council business: | Hard copy or website | |

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| Procedural standing orders Code of Conduct Policy statements | | |
| Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) | Hard copy or website | |
| Records management policies (records retention, destruction and archive) | Hard copy or website | |
| Data protection policies | Hard copy or website | |
| Schedule of charges)for the publication of information) | | |
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| Class 6 – Lists and Registers Currently maintained lists and registers only | (hard copy or website; 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) | Hard copy | |
| Assets Register | Hard copy or website | |
| Register of members' interests | SCDC | |
| Register of gifts and hospitality | Hard copy or website | |
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| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and | (hard copy or website; some information may only be available by | |

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| newsletters produced for the public and businesses) Current information only | inspection) | |
| Seating, litter bins, clocks, memorials and lighting | Hard copy or website | |
| Bus shelters | Hard copy or website | |
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| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
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Contact details:

Sarah Scott
17 Hall Lane
Great Chishill
Royston
Herts, SG8 8SG

01763 837112

sascott42@gmail.com

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 |
|--------------------------|--|--|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Actual cost * |
| | Photocopying @ 25p per sheet (colour) | Actual cost |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
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| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| | | |
| Other | | |
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* the actual cost incurred by the public authority