

## Information available from Great Livermere Parish Council under the model publication scheme

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<b><u>Class 1 - Who we are and what we do</u></b> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Noticeboard & from the Clerk	See schedule of charges
Contact details for Parish Clerk and Council members	Noticeboard & from the Clerk	See schedule of charges
Location of main Council office and accessibility details	Parish Clerk's Office: Roundstone House, Livermere Road, Great Barton, IP31 2SB By appointment: 01284 787178 Email:	See schedule of charges
Staffing structure	Clerk acts as Responsible Finance Officer and Proper Officer	
<b><u>Class 2 – What we spend and how we spend it</u></b>		
Current and previous financial year as a minimum	From the Clerk	See schedule of charges
Annual return form and report by auditor	From the Clerk	See schedule of

		charges
Finalised budget	From the Clerk	See schedule of charges
Precept	From the Clerk	See schedule of charges
Financial Standing Orders and Regulations	From the Clerk	See schedule of charges
Grants given and received	From the Clerk	See schedule of charges
List of current contracts awarded and value of contract	From the Clerk	See schedule of charges
Members' allowances and expenses	From the Clerk	See schedule of charges
<b><u>Class 3 – What our priorities are and how we are doing</u></b>		
Parish Plan (current and previous year as a minimum)	None available	See schedule of charges
Annual Report to Parish or Meeting (current and previous year as a minimum)	From the Clerk	See schedule of charges
<b><u>Class 4 – How we make decisions</u></b>		
Timetable of meetings	Noticeboard or from the Clerk	See schedule of charges
Agendas of meetings	Noticeboard or from the Clerk	See schedule of charges
Minutes of meetings – this will exclude information that is properly regarded as private to the meeting.	From the Clerk	See schedule of charges
Reports presented to council meetings - this will exclude information that is	From the Clerk	See schedule of

properly regarded as private to the meeting.		charges
Responses to consultation papers	From the Clerk	See schedule of charges
Responses to planning applications	From the Clerk	See schedule of charges
<b><u>Class 5 – Our Policies and Procedures</u></b>		
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements	From the Clerk	See schedule of charges
Internal policies relating to the delivery of services Policies and procedures for handling requests for information	From the Clerk	See schedule of charges
Complaints procedures (including those covering requests for information and operating the publication scheme)	From the Clerk	See schedule of charges
Records management policies (records retention, destruction and archive)	From the Clerk	See schedule of charges
Data protection policies	From the Clerk	See schedule of charges
Schedule of charges (for the publication of information)	At the end of this document	See schedule of charges
<b><u>Class 6 – Lists and Registers</u></b>		
Any publicly available register or list	Upon application to the appropriate department	Refer to their schedule of charges
Assets Register	From the Clerk	See schedule of

		charges
Disclosure log (indicating the information that has been provided in response to requests)	From the Clerk	See schedule of charges
Register of members' interests	From the Clerk	See schedule of charges
Register of gifts and hospitality	From the Clerk	See schedule of charges
<b><u>Class 7 – The Services we offer</u></b>		
Playing fields and recreational facilities		
Seating, litter bins, memorials, village sign, village pump		
Lighting		
Bus shelters		
<b><u>Schedule of Charges</u></b>		
<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost incurred by the Public Authority
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation
If staff costs are incurred in compiling the information these will be calculated at £25 per hour. If the cost exceeds £450 the Council will not have to comply with the request		