

**Information available from Old Parish Council under the model publication scheme
Reviewed May 2023**

Information to be published

How to obtain the information and cost

**Class1 - Who we are and what we do
(Organisational information, structures, locations and contacts, constitutional and legal governance)**

Who's who on the Council and its Committees
Contact details for Parish Clerk and Council members
Location of main Council office and accessibility details
Staffing structure

Website
Contact clerk for hard copy @ 20p per sheet

**Class 2 – What we spend and how we spend it
(Financial information relating to projected and actual income and expenditure, tendering, procurement, contracts and financial audit)**

Annual return form and report by auditor
Finalised budget
Precept
Borrowing Approval letter
Financial Standing Orders and Regulations
Grants given and received
List of current contracts awarded and value of contract
Members' allowances and expenses

Website
Contact clerk for hard copy @ 20p per sheet

**Class 3 – What our priorities are and how we are doing
(Strategies and performance information, plans, assessments, inspections and reviews)**

Annual Report to Parish or Community Meeting (current and previous year as a minimum)
Quality status
Local charters drawn up in accordance with DCLG guidelines

Website
Contact clerk for hard copy @ 20p per sheet

**Class 4 – How we make decisions
(Policy proposals and decisions, decision making processes, internal criteria and procedures, consultations)**

Timetable of meetings
(Council, any committee/sub-committee meetings and parish meetings)
Agendas of meetings (as above)

Website
Parish Notice Boards
Contact clerk for hard copy @ 20p per sheet

Minutes of meetings (as above) nb this will exclude information that is properly regarded as private to the meeting.	
Reports presented to council meetings nb this will exclude information that is properly regarded as private to the meeting. Responses to consultation papers Responses to planning applications Bye-laws	Website Contact clerk for hard copy @ 20p per sheet
Class 5 – Our policies and procedures (Current written protocols for delivering our functions and responsibilities) Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements Policies and procedures for the provision of services and about the employment of staff: 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 Complaints procedures (including those covering requests for information and operating the publication scheme) Information security policy Records management policy (records retention, destruction and archive) Data protection policy Schedule of charges (for the publication of information)	Website Contact clerk for hard copy @ 20p per sheet
Class 6 – Lists and Registers (Any information we are currently legally required to hold in publicly available registers) Any publicly available register or list Assets Register Register of members' interests Register of gifts and hospitality	Inspection at Parish Office Contact Clerk for free hard copy
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	

Allotments	NA
Burial grounds and closed churchyards	NA
Community centres and village halls	NA
Parks, playing fields and recreational facilities	Website
Seating, litter bins, clocks, memorials and lighting	Contact clerk for hard copy @ 20p per sheet
Bus shelters	
Agency agreements	NA
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	NA

Additional Information

<p>Clerk contact details: Sarah Gresly 12 Charles Close Old NN6 9RQ</p>
<p>Schedule of Charges This describes how the charges have been arrived at and should be published as part of the guide.</p> <p>Disbursement cost Photocopying @ 10p per sheet (black & white): Actual cost Postage: Actual cost of Royal Mail standard 2nd class</p>