

Information available from Gringley on the Hill Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
<p>Who's who on the Council and its Committees</p>	<ul style="list-style-type: none"> ▪ Website ▪ Newsletter ▪ Annual Report ▪ Hard Copy from the Clerk's Office ▪ Village Notice Boards 	<p>Website/Newsletter Free <u>Hard Copies</u> <u>B/W</u> 5p per A4 hard copy 10p per A3 hard copy <u>Colour</u> 10p per A4 hard copy 15p per A3 hard copy</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<ul style="list-style-type: none"> ▪ Website ▪ Newsletter ▪ Annual Report ▪ Hard Copy from the Clerk's Office ▪ Village Notice Boards 	<p>As Above</p>
<p>Location of main Council Clerk's office and accessibility details</p>	<ul style="list-style-type: none"> ▪ Website ▪ Newsletter ▪ Annual Report ▪ Village Notice Boards 	<p>As Above</p>
<p>Staffing structure</p>	<p>Hard Copy from the Clerk's Office</p>	<p>As Above</p>

<p>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)</p> <p>Current and previous financial year as a minimum</p>		
<p>Annual return form and report by auditor</p>	<ul style="list-style-type: none"> ▪ Website (Annual Return only) ▪ Hard Copy from the Clerk's Office 	<p>As Above</p>
<p>Finalised budget</p>	<ul style="list-style-type: none"> ▪ Website ▪ Hard Copy from the Clerk's Office 	<p>As Above</p>
<p>Precept</p>	<ul style="list-style-type: none"> ▪ Meeting Minutes ▪ Hard Copy from the Clerk's Office 	<p>As Above</p>
<p>Borrowing Approval letter</p>		
<p>Financial Standing Orders and Regulations</p>	<ul style="list-style-type: none"> ▪ Website ▪ Hard Copy from the Clerk's Office 	<p>As Above</p>
<p>Grants given and received</p>	<ul style="list-style-type: none"> ▪ Website ▪ Hard Copy from the Clerk's Office 	<p>As Above</p>
<p>List of current contracts awarded and value of contract</p>	<p>Hard Copy from the Clerk's Office</p>	<p>As Above</p>
<p>Members' allowances and expenses</p>	<p>Hard Copy from the Clerk's Office</p>	<p>As Above</p>

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)	<ul style="list-style-type: none"> ▪ Website ▪ Hard Copy from the Clerk's Office 	As Above
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<ul style="list-style-type: none"> ▪ Website ▪ Distributed to every household ▪ Hard Copy from the Clerk's Office 	As Above
Quality status	Inspection at the Clerk's Office	As Above
Local charters drawn up in accordance with DCLG guidelines		
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)	<ul style="list-style-type: none"> ▪ Website ▪ Village Notice Boards ▪ Hard Copy from the Clerk's Office 	As Above
Agendas of meetings (as above)	<ul style="list-style-type: none"> ▪ Website ▪ Village Notice Boards ▪ Local Libraries ▪ Hard Copy from the Clerk's Office 	As Above

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	<ul style="list-style-type: none"> ▪ Website ▪ Local Libraries ▪ Village Notice Boards ▪ “Beacon” Magazine ▪ Hard Copy from the Clerk’s Office 	As Above
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy from the Clerk’s Office	As Above
Responses to consultation papers	Hard Copy from the Clerk’s Office	As Above
Responses to planning applications	<ul style="list-style-type: none"> ▪ Hard Copy from the Clerk’s Office ▪ Summary in Meeting Minutes 	As Above
Bye-laws		
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
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	Hard Copy from the Clerk’s Office	As Above

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>Hard Copy from the Clerk's Office</p> <p>* WebSite</p>	<p>As Above</p>
<p>Information security policy</p>	<p>Hard Copy from the Clerk's Office</p>	<p>As Above</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard Copy from the Clerk's Office</p>	<p>As Above</p>
<p>Data protection policies</p>		
<p>Schedule of charges) for the publication of information)</p>	<p>Hard Copy from the Clerk's Office</p>	<p>As Above</p>
<p>Class 6 – Lists and Registers</p>		
<p>Currently maintained lists and registers only</p>		
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>Hard Copy from the Clerk's Office</p>	<p>As Above</p>
<p>Assets Register</p>	<p>Hard Copy from the Clerk's Office</p>	<p>As Above</p>
<p>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)</p>		

Register of members' interests	Available from Bassetlaw District Council	TBA
Register of gifts and hospitality		
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		
Allotments		
Burial grounds and closed churchyards	Hard Copy from the Clerk's Office	As Above
Community centres and village halls		
Parks , playing fields and recreational facilities	Hard Copy from the Clerk's Office	As Above
Seating, litter bins, clocks , memorials and lighting	Hard Copy from the Clerk's Office	As Above
Bus shelters	Hard Copy from the Clerk's Office	As Above
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy from the Clerk's Office	As Above

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
None		

Contact details: Peter Baines, Clerk to the Council, 1 The Meadows, Beckingham, Doncaster, DN10 4NP
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Email: theclerk@gringleyville.org.uk
Website: www.gringleyville.org.uk

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 @ 5p per A4 sheet (black & white)	Actual cost *
	Photocopying @ 10p per A4 sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		
Other		

* The actual cost incurred by the public authority