Information available from GRANDBOROUGH Parish Council under the model publication scheme – adopted 4th November 2008 at Meeting dated 04.11.08

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Available from the Clerk: Telephone: 01788 811605 Website PC Noticeboard PC Newsletter May/Nov	
Who's who on the Council	As above	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	As above	
Location of main Council office and accessibility details	Clerks' home	
Staffing structure	Clerk is sole employee	
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) Current and previous financial year as a minimum		

Annual return form and report by auditor	Available from the Clerk	10perA4 copy
Finalised budget	Available from the Clerk	As above
Precept	Details in Minutes and available from Clerk	As above
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Available from Clerk	10p per A4 copy
Grants given and received	Held by Clerk. Published in Minutes	
List of current contracts awarded and value of contract	Held by Clerk	
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
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)	Distributed to all households as part of May PC Newsletter Available from Clerk	10p per A4 copy
Quality status	Granted 2007 and re-accredited 2011. Hard copy of details from Clerk	10p per A4 copy
Local charters drawn up in accordance with DCLG guidelines	N/A	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	PC Noticeboard Website and Clerk	
Agendas of meetings (as above)	As above	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	As above	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Available from the Clerk	10p per A4 copy
Responses to consultation papers	Available from the Clerk	As above
Responses to planning applications	Available from the Clerk	As above
Bye-laws	Contact Clerk	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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	Contact Clerk	

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)	Contact Clerk Publication Scheme on Website	
Information security policy	As per Data protection Act	
Records management policies (records retention, destruction and archive)	As per WALC Guidelines	
Data protection policies	As per Data Protection Act	
Schedule of charges)for the publication of information)		
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)		
Assets Register	Held by Clerk	10p per A4 copy
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	Contact RBC	

Register of gifts and hospitality	Contact Clerk	
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	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins and lighting	Contact Clerk	
Bus shelters	Contact Clerk	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Parish Council Open Space –Rules for use	Contact Clerk	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Mrs Kay E Worrall, Clerk to Grandborough Parish Council
The Bungalow, Main Street, Grandborough, Rugby,CV23 8DQ
Tel: 01788 811605
 Email: kay.worrall@grandborough.net

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 @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		