

Information available from Glinton 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>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Notice Boards</p> <p>www.glintonparishcouncil.org.uk</p> <p>Village Tribune</p>	Free
Who's who on the Council and its Committees	<p>www.glintonparishcouncil.org.uk</p> <p>Village Tribune</p>	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>www.glintonparishcouncil.org.uk</p> <p>Village Tribune</p>	Free
Location of main Council office and accessibility details	Not Applicable	
Staffing structure	Not Applicable	
<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>Published in Annual Report & distributed to all households</p> <p>www.glintonparishcouncil.org.uk</p>	Free
Annual return form and report by auditor	Can be inspected by appointment	See table
Finalised budget	Can be inspected by appointment	See table
Precept	Published in the City Council leaflet & minutes	Free

Borrowing Approval letter	Not Applicable	
Financial Standing Orders and Regulations	Can be inspected by appointment	See table
Grants given and received	Published in Annual Report & Minutes	Free
List of current contracts awarded and value of contract	Nil	
Members' allowances and expenses	Published in Annual Report & Minutes	Free
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)	Neighbourhood Investment Plan being created with City Council	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	www.glintonparishcouncil.org.uk	Free
Quality status	Granted October 2007	
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	
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; some information may only be available by inspection)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Listed on Agenda	
Agendas of meetings (as above)	Notice Boards & Post Office www.glintonparishcouncil.org.uk	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Notice Boards & Post Office www.glintonparishcouncil.org.uk	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Can be inspected by appointment	See table

Responses to consultation papers	Can be inspected by appointment	See table
Responses to planning applications	Can be inspected by appointment	See table
Bye-laws	Nil	
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 Policy statements	Can be inspected by appointment	See table
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)	If Applicable www.glintonparishcouncil.org.uk	Free
Information security policy	If Applicable www.glintonparishcouncil.org.uk	Free
Records management policies (records retention, destruction and archive)		
Data protection policies		
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)	Can be inspected by appointment	See table
Assets Register	Can be inspected by appointment	See table
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)	Nil	
Register of members' interests	Can be inspected by appointment	See table
Register of gifts and hospitality	Nil	
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	Not Applicable	
Burial grounds and closed churchyards	www.glintonparishcouncil.org.uk	Free
Memorials	www.glintonparishcouncil.org.uk	Free
Community centres and village halls	Not Applicable	
Parks, playing fields and recreational facilities	All Maintained by City Council	
Seating, litter bins, clocks and lighting		
Bus shelters		
Markets	Not Applicable	
Public conveniences	Not Applicable	
Agency agreements	Not Applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Lawn Cemetery only www.glintonparishcouncil.org.uk	Free

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Summary lists of planning applications	Published on the City Council website www.peterborough.gov.uk	Free

Contact details:

Mr DG Ellis
 Clerk to Glinton Parish Council
 24 Oak Road
 Glinton
 PETERBOROUGH
 PE6 7LD

Tel: 01733 253360 Email: clerk.glintonpc@btinternet.com

TABLE – 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 A4 sheet (black & white)	Actual cost *
	Photocopying @ 50p per A4 sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2nd class*
Statutory Fee	Nil	In accordance with the relevant legislation (quote the actual statute)
Other	A detailed search of records (for example the Burials Register or the Council Minutes prior to May 2007) is subject to a charge of £11 per search (for up to one hour) and £11 for each subsequent hour or part of hour.	Cost for one hour of Clerk's employment*

* the actual cost incurred by the public authority