

Information available from Great Ellingham Parish Council under the model publication scheme

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.		
Who's who on the Council and its Committees	Website http://greatellinghamparishcouncil.norfolkparishes.gov.uk	free
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website http://greatellinghamparishcouncil.norfolkparishes.gov.uk	free
Location of main Council office and accessibility details	Website http://greatellinghamparishcouncil.norfolkparishes.gov.uk	free
Staffing structure	n/a	
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	Accounts and audit: Paper copy Paper copy	Free free

Annual return form and report by auditor	Paper copy	£1
Finalised budget	Paper copy	free
Precept	Paper copy	free
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Website http://greatellinghamparishcouncil.norfolkparishes.gov.uk	free
Grants given and received	Paper copy– accounts and minutes	free
List of current contracts awarded and value of contract	Paper copy	free
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)		
Community Plan (current and previous year as a minimum)	n/a	
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	n/a	
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 community meetings)	Website http://greatellinghamparishcouncil.norfolkparishes.gov.uk	free
Agendas of meetings (as above)	Website http://greatellinghamparishcouncil.norfolkparishes.gov.uk	free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website http://greatellinghamparishcouncil.norfolkparishes.gov.uk	free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Paper copy	free

Responses to consultation papers	Paper copy	free
Responses to planning applications	Website – minutes http://greatellinghamparishcouncil.norfolkparishes.gov.uk	free
Bye-laws	n/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website http://greatellinghamparishcouncil.norfolkparishes.gov.uk	Free
Committee and sub-committee terms of reference	n/a	Free
Delegated authority in respect of officers	n/a	Free
Code of Conduct	Website http://greatellinghamparishcouncil.norfolkparishes.gov.uk	free
Policy statements	Website http://greatellinghamparishcouncil.norfolkparishes.gov.uk	
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	n/a	n/a
Equality and diversity policy	Website http://greatellinghamparishcouncil.norfolkparishes.gov.uk	free
Health and safety policy	Website	n/a
		free

Recruitment policies (including current vacancies)	http://greatellinghamparishcouncil.norfolkparishes.gov.uk Website	free
Policies and procedures for handling requests for information	http://greatellinghamparishcouncil.norfolkparishes.gov.uk Website	
Complaints procedures (including those covering requests for information and operating the publication scheme)	http://greatellinghamparishcouncil.norfolkparishes.gov.uk Website	
Information security policy	n/a	
Records management policies (records retention, destruction and archive)	n/a	
Data protection policies	n/a	
Schedule of charges (for the publication of information)	Paper copy	free
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Accounts – paper copy	free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	n/a	
Register of members' interests	BDC website	free
Register of gifts and hospitality	none	
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	Contact clerk	free
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, clocks, memorials and lighting	Contact clerk	
Bus shelters	Contact clerk	free
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 (eg burial fees)	n/a	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Parish clerk

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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 @ 50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority