

## Information available from Orwell Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost (postage extra)
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website <a href="http://www.orwellvillage.co.uk">www.orwellvillage.co.uk</a>	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website <a href="http://www.orwellvillage.co.uk">www.orwellvillage.co.uk</a>  Hard copy in <i>Orwell Bulletin</i>	Free  Current edition free to residents
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year		
Annual return form and report by auditor	Hard copy from clerk to PC	10p / page
Finalised budget	Hard copy from clerk to PC	10p
Precept	Hard copy from clerk to PC	10p
Financial Standing Orders and Regulations	Website <a href="http://www.orwellvillage.co.uk">www.orwellvillage.co.uk</a>  Hard copy from clerk to PC	Free  £1.10
Grants given and received	Hard copy from clerk to PC	10p / page
List of current contracts awarded and value of contract	Hard copy from clerk to PC	10p / page

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (when done) (Still in progress)	Website <a href="http://www.orwellvillage.co.uk">www.orwellvillage.co.uk</a> Hard copy from clerk to PC	Free £???
Annual Report to Parish Meeting (current and previous year)	Website <a href="http://www.orwellvillage.co.uk">www.orwellvillage.co.uk</a> Hard copy from clerk to PC	Free 10p / page
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website <a href="http://www.orwellvillage.co.uk">www.orwellvillage.co.uk</a> Village noticeboards Hard copy from clerk to PC	Free Free 10p
Agendas of meetings (as above)	Website <a href="http://www.orwellvillage.co.uk">www.orwellvillage.co.uk</a> Village noticeboards Hard copy from clerk to PC	Free Free 10p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website <a href="http://www.orwellvillage.co.uk">www.orwellvillage.co.uk</a> Village noticeboards Hard copy from clerk to PC	Free Free 10p / page
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from clerk to PC	10p / page
Responses to consultation papers	Hard copy from clerk to PC	Case basis
Responses to planning applications	Hard copy from clerk to PC	10p / page

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business, provision of services and employment of staff:</p>		
<p>Standing orders</p>	<p>Website <a href="http://www.orwellvillage.co.uk">www.orwellvillage.co.uk</a>  Hard copy from clerk to PC</p>	<p>Free  £????</p>
<p>Code of Conduct</p>	<p>Website <a href="http://www.orwellvillage.co.uk">www.orwellvillage.co.uk</a>  Hard copy from clerk to PC</p>	<p>Free  60p</p>
<p>Policy statements and procedures</p>	<p>In progress</p>	
<p>Schedule of charges (for the publication of information)</p>	<p>Website <a href="http://www.orwellvillage.co.uk">www.orwellvillage.co.uk</a>  Hard copy from clerk to PC</p>	<p>Free  10p / page</p>
<p><b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only</p>		
<p>Any publicly available register or list (where existing)</p>	<p>Hard copy from clerk to PC</p>	<p>10p / page</p>
<p>Asset Register</p>	<p>Hard copy from clerk to PC</p>	<p>10p /page</p>
<p>Register of members' interests</p>	<p>Available for inspection from the clerk to the PC</p>	
<p>Register of gifts and hospitality</p>	<p>Available for inspection from the clerk to the PC</p>	

<p><b>Class 7 – The services we offer</b>          (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Burial grounds and closed churchyards	Hard copy from clerk to PC	10p / page
Cemetery - general	Website <a href="http://www.orwellvillage.co.uk">www.orwellvillage.co.uk</a> Hard copy of web page from clerk to PC	Free 10p
Cemetery plans	Available for inspection from the clerk to the PC	
Playing fields and recreational facilities	Website <a href="http://www.orwellvillage.co.uk">www.orwellvillage.co.uk</a> Hard copy of web page from clerk to PC	Free 10p
Seating, litter bins, and lighting	Website <a href="http://www.orwellvillage.co.uk">www.orwellvillage.co.uk</a> Hard copy of web page from clerk to PC	Free 10p
Bus shelters	Website <a href="http://www.orwellvillage.co.uk">www.orwellvillage.co.uk</a> Hard copy of web page from clerk to PC	Free 10p
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 clerk to PC	10p
<p><b>Additional Information</b>          This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		
Parish footpaths guide	Website <a href="http://www.orwell.village.co.uk">www.orwell.village.co.uk</a> Hard copy from clerk to PC	Free £1.50

## Contact details:

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## SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ .10p per sheet (black & white)	Actual cost *
	Photocopying @ ..20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		Where applicable, in accordance with the relevant legislation
<b>Other</b>		

\* the actual cost incurred by the public authority