

INFORMATION AVAILABLE FROM PEMBRIDGE PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

| Information to be published | How the information can be obtained | Cost |
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| Class 1 – Who we are and what we do (Organisational information, and contacts This will be current information only | Pembridge Parish website Hard Copy from Clerk | Free 50p per sheet |
| Who's who on the Council and its Committees | Pembridge Parish website Hard Copy from Clerk | Free 50p per sheet |
| Contact details for Parish Clerk and Council Members (names contacts where possible with telephone number and e mail address (if used) | Pembridge Parish website Hard Copy from Clerk- Clerk and Councillor details on Noticeboards | Free 50p per sheet |
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| Class 2– What we spend and how we spend it (Financial information related to projected and actual income and expenditure, and financial audit) Current and previous financial year as a minimum | Pembridge Parish website Hard Copy from Clerk | Free 50p per sheet |
| Annual return form and report by auditor, financial budget & precept | Pembridge Parish website Hard Copy from Clerk | Free 50p per sheet |
| Financial Standing Orders and Regulations. Grants given and received. List of current contracts awarded and the value of contract. | Pembridge Parish website Hard Copy from Clerk | Free 50p per sheet |
| Members allowances and expenses | Pembridge Parish website Hard Copy from Clerk | Free 50p per sheet |
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| Class 3– What our priorities are and how we are doing Parish NDP Plan , questionnaire and results, consultations and minutes Annual Report to Parish Meeting (current and previous year as a minimum) Quality Status | Pembridge Parish website Pembridge Parish website | Free Free |
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| Class 4– How we make decisions (Decision making processes and records of decisions) | | |

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| <p>Current and previous council year as a minimum Timetable of meetings (Council, any committee meetings and parish meetings) Agenda's of meetings as above. Minutes of meeting (nb excludes information that is properly regarded as private to the meeting)</p> | <p>Pembridge Parish website Hard Copy from Clerk</p> | <p>Free 50p per sheet</p> |
| <p>Reports presented to Council meetings (nb excludes information that is properly regarded as private to the meeting) Responses to consultation papers Responses to planning applications Bye laws</p> | <p>Hard copy from Clerk Hard Copy from Clerk Hard Copy from Clerk Hard Copy from Clerk</p> | <p>50p per sheet 50p per sheet 50p per sheet 50p per sheet</p> |
| <p>Class 5– Our policies and procedures</p> | | |
| <p>Current protocols, policies and procedures for the delivery of council services and responsibilities</p> | | |
| <p>Procedural standing orders Committee and Working Group terms of reference Delegated authority in respect of officer Code of Conduct Policy statements</p> | <p>Pembridge Parish website Hard Copy from Clerk</p> <p>Same for all</p> | <p>Free 50p per sheet</p> <p>Same for all</p> |
| <p>Policies and procedures for handling requests for information Equality & Diversity policy Freedom of Information policy Complaints procedure Records management policies (records retention, destruction and archive) Schedule of charges for the publication of information</p> | <p>Pembridge Parish website Hard Copy from Clerk</p> <p>Same for all</p> | <p>Free 50p per sheet</p> <p>Same for all</p> |
| <p>Class 6 – Lists and Registers</p> | | |
| <p>Assets Register Register of members' interests Register of gifts or hospitality</p> | <p>Pembridge Parish website Hard Copy from Clerk</p> | <p>Free 50p per sheet</p> |
| <p>Class 7– The services we offer</p> | | |
| <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only.</p> | | |
| <p>Village Hall, recreational facilities, public conveniences, bell tower, memorials, litter bins & seating</p> | <p>Pembridge Parish website</p> | <p>Free</p> |

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| A summary of services for which the council is entitled to recover a fee, together with those fees – magazine advertisers | Hard Copy from Clerk | 50p per sheet |
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| Additional Information (This will provide Councils with the opportunity to publish information that is not itemised in the lists above) | | |
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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 at 50p per sheet (black & white) | Actual cost 50p |
| | Photocopying at 60p per sheet (colour) | Actual cost 60p |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| | | |
| Other | | |

May 2021