

Information available from Petrockstowe Parish Council under the model publication scheme

Class 1 - Information to be published (current organisational information, locations and contacts, constitutional and legal governance)	How the information can be obtained	Cost
<p>Who we are and what we do</p> <p>List of Councillors with email addresses Contact details for the Parish Clerk - email address and phone number</p>	<p>All information available free to access on the Council Website www.petrockstowe-pc.gov.uk</p> <p>Electronic copies can be supplied on request by emailing clerk@petrockstowe-pc.gov.uk</p> <p>Paper copies can be posted for which a charge is made</p>	<p>Free</p> <p>Free</p> <p>All items: 75p per A4 sheet</p>
<p>Class 2 - What we spend and how we spend it (financial information relating to projected and actual income and expenditure, tendering, procurement and contracts)</p> <p>Annual return form and report by auditor Precept Financial Regulations Grants given and received Members' allowances and expenses</p>	<p>All information available free to access on the Council Website www.petrockstowe-pc.gov.uk</p> <p>Electronic copies can be supplied on request by emailing clerk@petrockstowe-pc.gov.uk</p> <p>Paper copies can be posted for which a charge is made</p>	<p>Free</p> <p>Free</p> <p>All items: 75p per A4 sheet</p>
<p>Class 3 - What are priorities are and how we are doing (strategy and performance information, plans, assessments, inspections and reviews)</p>		
<p>Class 4 - How we make decisions (policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations)</p> <p>Timetable of meetings Agendas of meetings Minutes of meetings¹</p>	<p>All information available free to access on the Council Website www.petrockstowe-pc.gov.uk</p> <p>Electronic copies can be supplied on request by emailing clerk@petrockstowe-pc.gov.uk</p> <p>Paper copies can be posted for which a charge is made</p>	<p>Free</p> <p>Free</p> <p>All items: 75p per A4 sheet</p>

Responses to planning applications Bye-laws		
Class 5 - Our policies and procedures (current written protocols for delivering our functions and responsibilities) Standing Orders Code of Conduct Agreed Protocol on Audio recording Civility & Respect Pledge Complaints and Grievances Data Retention & Disposal Freedom of Information Health & Safety Information & Data Protection IT Policy Privacy Notice Risk Management Scheme of Delegation Statement of Internal Controls Volunteers Insurance: Employers Liability Certificate Public Liability Certificate	All information available free to access on the Council Website www.petrockstowe-pc.gov.uk Electronic copies can be supplied on request by emailing clerk@petrockstowe-pc.gov.uk Paper copies can be posted for which a charge is made	Free Free All items: 75p per A4 sheet
Class 6 - List and registers (information held in registers required by law and other lists and registers relating to the functions of the authority) Assets Register Register of Members' interests Register of gifts and hospitality ICO registration Certificate	All information available free to access on the Council Website www.petrockstowe-pc.gov.uk Electronic copies can be supplied on request by emailing clerk@petrockstowe-pc.gov.uk Paper copies can be posted for which a charge is made	Free Free All items: 75p per A4 sheet

Class 7 - The services we offer (advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered) Recreation Ground Play Park Bus Shelter Seating benches	All information available free to access on the Council Website www.petrockstowe-pc.gov.uk	Free
	Electronic copies can be supplied on request by emailing clerk@petrockstowe-pc.gov.uk	Free
	Paper copies can be posted for which a charge is made	All items: 75p per A4 sheet

¹ NOTE: this will exclude information that is properly regarded as private to the meeting, including details of any Part 2 considerations and/or decisions as appropriate.

This describes how the charges have been arrived at:

<u>TYPE OF CHARGE</u>	<u>DESCRIPTION</u>	<u>BASIS OF CHARGE</u>
Disbursement cost	Photocopying @ 75p per A4 sheet (black & white or colour) Postage costs included	Cost of materials 25p plus an amount for the prioritisation of Officer time Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	
Other	N/A	

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