

**Information available from Fowlmere Parish Council under the
model publication scheme.**

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website Hard Copy	Free 15p per sheet plus postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 15p per sheet plus postage
Location of main Council office and accessibility details	Website Hard Copy	Free 15p per sheet plus postage
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		
Annual return form and report by auditor	Hard Copy	15p per sheet plus postage
Finalised budget	Hard Copy	15p per sheet plus postage
Precept	Hard Copy	15p per sheet plus postage
Financial Standing Orders and Regulations	Hard Copy	15p per sheet plus postage
Grants given and received	Hard Copy	15p per sheet plus postage
List of current contracts awarded and value of contract	Hard Copy	15p per sheet plus postage
Members' allowances and expenses	Hard Copy	15p per sheet plus postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 15p per sheet plus postage

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 parish meetings)	Website Hard Copy	Free 15p per sheet plus postage
Agendas of meetings (as above)	Website Hard Copy	Free 15p per sheet plus postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 15p per sheet plus postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	15p per sheet plus postage
Responses to consultation papers	Hard Copy	15p per sheet plus postage
Responses to planning applications	Hard Copy	15p per sheet plus postage
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Procedural standing orders	Hard Copy	15p per sheet plus postage
Code of Conduct	Hard Copy	15p per sheet plus postage
Policy statements	Hard Copy	15p per sheet plus postage
Financial Regulations	Hard Copy	15p per sheet plus postage
Class 6 – Lists and Registers Currently maintained lists and registers only (hard copy or website; some information may only be available by inspection)		
Register of members' interests	Hard Copy	15p per sheet plus postage
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)		
Burial grounds and closed churchyards	Hard Copy	15p per sheet plus postage
Community centres and village halls	Hard Copy	15p per sheet plus postage
Parks, playing fields and recreational facilities	Hard Copy	15p per sheet plus postage
Seating, litter bins, clocks, memorials and lighting	Hard Copy	15p per sheet plus postage
Bus shelters	Hard Copy	15p per sheet plus postage
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy	15p per sheet plus postage
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Hard Copy	15p per sheet plus postage

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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. Paperwork will be supplied in English, (translations to other languages will be costed and charged accordingly).

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopying @ 15p per sheet (black and white)	Actual Cost – 15p
	Postage	Actual cost of Royal Mail standard 2 nd class

Updated April 2019