

## Information available from Burrough Green Parish Council under the model publication scheme

Information available	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>	Available on Parish Council Notice board beside bus shelter	n/a
Who's who on the Council		
Contact details for Parish Clerk and Council members		
Location of main Council office and accessibility details		
<b>Class 2 – What we spend and how we spend it</b>	Available from Parish Clerk	See below
Annual return form and report by auditor		
Finalised budget		
Precept		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
<b>Class 3 – What our priorities are and how we are doing</b>		

Parish Plan	Available from Parish Clerk	See below
Annual Report to Parish or Community Meeting		
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
<b>Class 4 – How we make decisions</b>		
Agendas of meetings	Available on Parish Council Notice board beside bus shelter	n/a
Minutes of meetings– n.b. this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		
Bye-laws		
<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of council business:	Available from Parish Clerk	See below
Procedural standing orders		
Delegated authority in respect of officers		
Code of Conduct		
Policy statements		

Other policies and procedures: Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Data protection policies		
Schedule of charges (for the publication of information)	See below	
<b>Class 6 – Lists and Registers</b>		
Assets Register	Available from Parish Clerk	See below
Register of members' interests		
Register of gifts and hospitality		
<b>Class 7 – The services we offer</b>		
Recreational facilities (Village Green)	See Parish Clerk	
Seating, litter bins, clocks		
Bus shelters		

**Contact details:**

**Parish Clerk:** Mrs Alex Freeland, Lane House, Back Lane, Burrough Green CB8 9NB (01638 507519)

## SCHEDULE OF CHARGES

This describes how charges have been arrived at.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class