

INFORMATION AVAILABLE FROM EAST BRIDGFORD PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
CLASS 1 - WHO ARE WE AND WHAT WE DO		
Who's who on the Council and its Committees	Website or for hard copy contact Clerk	10p/sheet & other disbursements
Contact details for Parish Clerk and Council members	Website or for hard copy contact Clerk	10p/sheet & other disbursements
Location of main Council Office	n/a	
Staffing Structure	Website or for hard copy contact Clerk	10p/sheet & other disbursements
CLASS 2 - WHAT WE SPEND AND HOW WE SPEND IT		
Annual Return form and report by auditor	For hard copy contact Clerk	10p/sheet & other disbursements
Finalised budget	For hard copy contact Clerk	10p/sheet & other disbursements
Precept	For hard copy contact Clerk	10p/sheet & other disbursements
Borrowing approval letter	n/a	
Financial Standing Orders and Regulations	For hard copy contact Clerk	10p/sheet & other disbursements
Grants given and received	For hard copy contact Clerk	10p/sheet & other disbursements
List of current contracts awarded and value of contract	For hard copy contact Clerk	10p/sheet & other disbursements
Member allowances and expenses	For hard copy contact Clerk	10p/sheet & other disbursements
CLASS 3 - WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING		
Parish Plan	For hard copy contact Clerk	10p/sheet & other disbursements
Annual Report to Parish or Community Meeting	For hard copy contact Clerk	10p/sheet & other disbursements
Quality Status	n/a	

Local Charters drawn up in accordance with DCLG guidelines	n/a	
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CLASS 4 - HOW WE MAKE DECISIONS		
Timetable of meetings	Website	Free
Agendas of meetings	Notice board (shortly before meeting) or for hard copy contact Clerk	10p/sheet & other disbursements
Minutes of meetings	Website or for hard copy contact Clerk	10p/sheet & other disbursements
Reports presented to council meetings	For hard copy contact Clerk	10p/sheet & other disbursements
Responses to consultation papers	For hard copy contact Clerk	10p/sheet & other disbursements
Responses to planning applications	Website of for hard copy contact Clerk	10p/sheet & other disbursements

CLASS 5 - OUR POLICIES AND PROCEDURES		
<u>Policies and procedures for the conduct of council business</u>		
Procedural standing orders	For hard copy contact Clerk	10p/sheet & other disbursements
Committee and sub-committee terms of reference	For hard copy contact Clerk	10p/sheet & other disbursements
Delegated authority in respect of officers	For hard copy contact Clerk	10p/sheet & other disbursements
Code of Conduct	For hard copy contact Clerk	10p/sheet & other disbursements
Policy Statements	n/a	
<u>Policies and procedures for the provision of services and about the employment of staff</u>		
Internal policies relating to the delivery of services	For hard copy contact Clerk	10p/sheet & other disbursements
Equality and diversity policy	n/a	

Health and safety policy	n/a	
Recruitment policies	n/a	
Policies and prodedures for handling requests for information	n/a	
Compliants procedures	n/a	
Information security policy	n/a	
Records management policies	n/a	
Data protection policies	n/a	
Schedule of charges for publication of information	see below	

CLASS 6 - LISTS AND REGISTERS		
Any publically available register or list	n/a	
Assets Register	For hard copy contact Clerk	10p/sheet & other disbursements
Disclosure Log	n/a	10p/sheet & other disbursements
Register of members' interests	For hard copy contact Clerk	
Register of gifts and hospitality	Nil register	

THE SERVICES WE OFFER		
Allotments	For details contact Clerk	10p/sheet & other disbursements
Community centres and village halls	n/a	
Parks, playing fileds and recreational facilites	For details contact Clerk	10p/sheet & other disbursements
Seating, litter bins, clocks, memorials and lighting	For details contact Clerk	10p/sheet & other disbursements

Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee	n/a	

CONTACT DETAILS

Parish Clerk - Mrs Jill Barlow - 01949 829116 (Parish line)

Email - parishcouncil@eastbridgford.com

Website - www.eastbridgford.com

SCHEDULE OF CHARGES

Photocopying 10p per sheet - being approximation of actual cost

Postage - actual cost

Other - actual cost