

Great Milton Parish Council's Guide to Information 2009/10

Information available from Great Milton Parish Council under the Model Publication Scheme

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts – current information only)		
Who's who on the Council and its Committees	Website Hardcopy	Free *see charges
Contact details for Parish Clerk	Website Hardcopy	Free *see charges
Contact details for Council Members	Hardcopy only	*see charges
Location of Council Records and accessibility details – contact Clerk	Website	Free
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)		
Statutory Accounts	Website Hardcopy	Free *see charges
Annual return form and report by auditor	View by appt with RFO only	
Finalised budget	Website Hardcopy	Free *see charges
Precept – Confirmation Letter	Hardcopy request from RFO	*see charges

Grants/donations given and received	Hardcopy request from RFO	*see charges
<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
List of current contracts awarded and value of contract	Inspection by appt with RFO	
Members' allowances and expenses	Inspection by appt with RFO	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report of the Annual Parish Meeting (current and previous year as a minimum)	Website Hardcopy	Free *see charges
Class 4 – How we make decisions (Decision making processes and records of decisions. Current and previous council year as a minimum)		
Timetable of Council meetings	Website Hardcopy	Free *see charges
Agendas of Council meeting	Website Hardcopy	Free *see charges
Approved minutes of Council meetings (nb. this will exclude information that is properly regarded as private to the meeting)	Website Hardcopy	Free *see charges
Reports presented to Council meetings (nb this will exclude information that is properly regarded as private to the meeting)	Hardcopy request from RFO	*see charges
Responses to consultation papers	Hardcopy only	*see charges

Responses to planning applications	Website Hardcopy	Free *see charges
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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only)		
Policies and procedures for the conduct of Council business:		
Procedural standing orders	Website Hardcopy	Free *see charges
Code of Conduct	Website Hardcopy	Free *see charges
Class 6 – Lists and Registers (Currently maintained lists and registers only – some information may be available by inspection only)		
Register of members' interests	Inspection by appt with RFO	
Register of gifts and hospitality	Inspection by appt with RFO	
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)		
Allotment Tenancy Agreement (standard)	Website Hardcopy	Free *see charges

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Allotment Plans	Hardcopy	*see charges
Local Newsletter – Great Milton Bulletin	Hardcopy	*see charges

SCHEDULE OF CHARGES*

This describes how the charges have been arrived at.
For each hardcopy requested, the cost will be as per the charges below.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	This is the actual cost incurred by the Parish Council
	Postage	Actual cost of Royal Mail standard 2 nd class

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If you require information that is not listed in this guide, please contact us for assistance.