

## Information available from GREAT HORWOOD PARISH COUNCIL under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 -- Who we are and what we do</b>		
Who's who on the Council and its Committees	Notice Board/Website	Free
Contact details for Town Clerk and Council members	Notice Board/Website	Free
<b>Class 2 -- What we spend and how we spend it</b>		
Annual return form and report by auditor	Application to the Clerk	see below
Finalised budget – contained in minutes of meetings	Website/Notice Board	Free
Precept – contained in minutes of meetings	Website/Notice Board	Free
Financial Regulations	Website	Free
Grants given and received – contained in minutes of meetings	Website/Notice Board	Free
List of current contracts awarded and value of contract	Application to the Clerk	see below
<b>Class 3 -- What our priorities are and how we are doing</b>		
Parish Plan	Website	Free
Annual Report to Annual Town Meeting (current and previous year)	Website	Free
<b>Class 4 -- How we make decisions</b>		
Timetable of meetings - contained in minutes of meetings	Notice Board/Website	Free
Agendas of meetings	Notice Board/Website	Free
Minutes of meetings	Notice Board/Website	Free
Reports presented to council meetings	Application to the Clerk	see below
Responses to consultation papers	Application to the Clerk	

<b>Class 5 -- Our policies and procedures</b>		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	Website	Free
Policies & procedures for the employment of staff.	Application to the Clerk	see below
<b>Class 6 -- Lists and Registers</b>		
Assets Register	Application to the Clerk	
Register of members' interests	Application to the Clerk	
<b>Class 7 -- The services we offer</b>		
Allotments	Application to the Clerk	Free
Litter bins, memorials and lighting	Application to the Clerk	Free
Bus shelters	Application to the Clerk	Free

**Contact details:** Mrs K Francis, Clerk to Great Horwood Parish Council, 2 Spring Close, Great Horwood, MK17 0QU  
Telephone: 01296 712941      E-mail: [clerk@greathorwoodpc.org.uk](mailto:clerk@greathorwoodpc.org.uk)

**Council Website:** [www.bucksinfo.net/greathorwoodpc](http://www.bucksinfo.net/greathorwoodpc)

#### **SCHEDULE OF CHARGES.**

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