



**Great Horwood
Parish Council**

GREAT HORWOOD PARISH COUNCIL

Publication Schedule

Information available from Great Horwood Parish Council under the Freedom of Information Act 2000.

1. Background

Under the Freedom of Information Act 2000, (FOIA) Great Horwood Parish Council has the duty to adopt and maintain a publication scheme, which commits it to produce and publish the method by which specific information will be available, so that it can be easily identified and accessed by members of the public. Exceptions to this are where Great Horwood Parish Council does not hold the information, the information is exempt, the information is readily and publicly available already e.g. on a website, the information is archived, out of date or otherwise inaccessible, or it would be impractical to prepare it for routine release.

2. Requesting Information

To request information from this Council please submit your request to the Clerk using the contact information below. Your request will be acknowledged within 5 working days. You will receive a response within 20 working days, either providing the information requested, notifying you of a decision not to provide the information and an explanation, or notifying you that the Council does not hold the information. If you are dissatisfied, you may ask for an internal review or complain to the Information Commissioner's Office, details available on request.

3. Schedule of Charges

Photocopies provided at cost at the time of printing. Any postage and packing will be charged at cost. Statutory fees will be charged as applicable in accordance with relevant legislation.

Information to be published	How the information can be obtained	Cost
Class 1. Who we are and what we do <i>Organisational information, locations and contacts, constitutional and legal governance.</i>		
Who's who on the Council and its Committees	Website	Free
	Application to the Clerk	See below
Contact details for Parish Clerk and Council members	Website	Free
	Application to the Clerk	See below
Class 2. What we spend and how we spend it (Current and previous financial year) <i>Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts</i>		
Annual return form and report by auditor	Application to the Clerk	See below
Finalised budget – contained in minutes of meetings	Website	Free
	Application to the Clerk	See below
Precept – contained in minutes of meetings	Website	Free
	Application to the Clerk	See below
Financial Regulations	Website	Free
	Application to the Clerk	See below
Grants given and received – contained in minutes of meetings	Website	Free
	Application to the Clerk	See below
List of current contracts awarded and value of contract	Application to the Clerk	See below
Class 3. What our priorities are and how we are doing <i>Strategy and performance information, plans, assessments, inspections and reviews</i>		

Annual Report to Annual Parish Meeting (current and previous year) – contained in minutes	Website	Free
	Application to the Clerk	See below
Class 4. How we make decisions (Current and previous council year) <i>Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations</i>		
Timetable of meetings	Website	Free
	Application to the Clerk	See below
Agendas of meetings	Noticeboard/website	Free
	Application to the Clerk	See below
Minutes of meetings	Noticeboard/Website	Free
	Application to the Clerk	See below
Reports presented to council meetings	Application to the Clerk	See below
Responses to consultation papers	Application to the Clerk	See below
Class 5. Our policies and procedures <i>Current written protocols for delivering our functions and responsibilities</i>		
Policies and procedures for the conduct of council business	Website	Free
	Application to the Clerk	See below
Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	Website	Free
	Application to the Clerk	See below
Policies & procedures for the provision of services Complaints procedures (including those covering requests for information and operating the publication scheme)	Application to the Clerk	See below

Class 6. Lists and Registers Currently maintained lists and registers only		
Assets Register	Application to the Clerk	
Register of members' interests	Website	Free
	Application to the Clerk	See below
Register of gifts and hospitality	Application to the Clerk	
Class 7. The services we offer <i>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and business (Current information only)</i>		
Allotments	Application to the Clerk	Free
Seating, litter bins, memorials and lighting	Application to the Clerk	Free
Bus shelters	Application to the Clerk	Free
Services for which we are entitled to recover a fee	Application to the Clerk	Free

Schedule of Charges		
Type of charge	Description	Basis of Cost
Disbursement	Photocopying 10p per single sided sheet (black & white)	Actual Cost
	Photocopying 50p per sheet (colour)	Actual Cost
	Postage	Actual cost of Royal Mail standard 2nd class

Contact Details : Parish Clerk, Great Horwood Parish Council : clerk@greathorwoodpc.org.uk

Parish Council Website : <https://e-voice.org.uk/ghpc/>