

Information available from Burrough Green Parish Council under the Model Publication Scheme

Information Available	How the information can be obtained	Cost
Class 1 – Who we are and what we do		
Who's who on the Council	Web site and parish notice board	Free
Contact details for Parish Clerk and Council Members	Hard copy from Parish Clerk	10p per sheet
Location of main Council office and accessibility details		
Diary of Events		
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard copy from Parish Clerk	10p per sheet
Finalised budget		
Precept request		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
Internal Audit Procedure		
Class 3 – What our priorities are and how we are doing		
Annual Report to Parish or Community Meeting	Hard copy from Parish Clerk	10p per sheet
Local Charters drawn up in accordance with DCLG guidelines		
Minutes of Annual Meeting of the Parish		
Class 4 – How we make decisions		
Agendas of meetings	Web site and parish notice board	Free

Minutes of meetings	Hard copy from Parish Clerk	10p per sheet
Reports presented to council meetings	Hard copy from Parish Clerk	10p per sheet
Responses to consultation papers		
Responses to planning applications		
Bye-laws		
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business - Procedural standing orders - Code of Conduct - Policy Statements - Delegated authority in respect of Officers - Financial Regulations	Hard copy from Parish Clerk	10p per sheet
Other policies and procedures for the provision of services and about the employment of staff: - Policy and procedures for handling requests for information - Equal Opportunity Policy - Complaints Procedure - Risk Assessment		
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers		
Assets Register	Hard copy from Parish Clerk	10p per sheet
Register of Members’ Interests		
Register of gifts and hospitality		
Electoral Roll		

Class 7 – The services we offer		
Recreational facilities (Village Green) & Play Area, Goal posts	Hard copy from Parish Clerk	10p per sheet
Seating, litter bins, dog waste bin, grit bins		
Bus shelters		
Telephone box Library		
Pond		
Jubilee Sign, Notice board, Map board		

Contact details

Parish clerk: Mrs Karen Peck, 19 High Street, Aldreth, CB6 3PQ

Charges will be raised for the provision of copies of the documents or information at 10p per sheet, being the actual cost incurred by the Parish Council to provide each copy. Postage, if required, will be charged at actual cost of Royal Mail standard 2nd class post. These charges are adopted for all Freedom of Information requests but those that include information not included in the model publication scheme may be subject to a £10.00 per hour charge for detailed research.