

Information available from Frettenham Parish Council under the model publication scheme.

Information to be published.	How the information can be obtained.	Cost
Class 1 - Who we are and what we do.		
(Organisational information, structures, locations and contacts) Who's who on the Council and it's Committees.	Website, Newsletter, Noticeboard	Free
Contact details for parish Clerk and Council members (names, telephone numbers and email addresses where possible.)	Website, Newsletter, Noticeboard	Free
Location of main Council office and accessibility details.	Website, Newsletter, Noticeboard	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) Annual return form and report by auditor.	By application to the Clerk	£5-00
Finalised budget.	By application to the Clerk	£5-00
Precept.	By application to the Clerk	£5-00
Borrowing Approval letter.		
Financial Standing Orders and Regulations.	By application to the Clerk	£5-00
Grants given and received.	By application to the Clerk	£5-00
List of current contracts awarded and value of contract.	Pending	
Members allowances and expenses.	By application to the Clerk	£5-00
Class 3 – What our priorities are and how we are doing.		
(Strategies and plans, performance indicators, audits, inspections and reviews.) Parish Plan (current and previous year as a minimum) Annual Report to Parish Meeting.	Pending Website (in minutes)	Free
Quality status.		
Class 4 – How we make decisions.		
(Decision making processes and records of decisions) Current and previous Council year as a minimum. Timetable of meetings (Council, any committee / sub committee meetings)	Noticeboards and Website	Free
Agendas of meetings (as above)	Noticeboards and Website	Free
Minutes of meetings (as above)	Noticeboards and Website	Free
N.B. this will exclude information that is properly regarded as private to the meeting. Reports presented to Council meetings	By application to the Clerk	£5-00
N.B. this will exclude information that is properly regarded as private to the meeting. Responses to consultation papers	By application to the Clerk	£5-00
Responses to planning applications	Noticeboard & Website (in minutes)	Free

Class 5 - Our policies and procedures.		
(Current written protocols, policies and procedures for delivering our services and responsibilities) Policies and procedures for the conduct of Council business. Procedural standing orders Code of conduct Policy statements Policies and procedures for the provision of services and about the employment of staff. Equal opportunities statement Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Schedule of charges (for the publication of information)	Website Website Website Website Website See below, under Type of charge	Free Free Free Free Free
Class 6 – Lists and Registers.		
Currently maintained lists and registers only. Register of Electors Assets register Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Parish Councils) Register of members interests Register of gifts and hospitality	By inspection on application to the Clerk By inspection on application to the Clerk By application to the Clerk By application to the Clerk	£5-00 Free £5-00 £5-00
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. Allotments Village Hall and playing field including recreational facilities Seating, litter bins and memorials Newsletter Noticeboard Agency agreements	By application to the Clerk By application to the Clerk By application to the Clerk	£5-00 £5-00 £5-00
Type of Charge and Description	Basis of Charge	
Disbursement cost, £5-00 fee for requests for information Photocopying @ 10p per sheet (black & white) Postage, standard 2 nd class	Clerk's time Actual cost plus Clerk's time Actual cost by Royal Mail	
Contact details. Clerk, Mrs Pat Stokes. 01603 738076 e-mail: frettenham.p.c@btinternet.com		