

To be adopted at the meeting of 11th January 2023

Information available from ORFORD & GEDGRAVE PARISH COUNCIL under the Model Publication Scheme – September 2012

| Information to be published | How the information can be obtained | Cost for copy |
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| CLASS 1 – WHO ARE WE & WHAT WE DO | | |
| Who is on the Council and its Committees | Hard copy Village Notice Board/Website | 12p per sheet Free |
| Contact details for Parish Clerk and Council members (named contacts including telephone numbers and emails) | Hard copy Village Notice Board/Website | 12p per sheet Free |
| Location of main Council Office and accessibility details | Village Notice Board | Free |
| Staffing structure | Parish Clerk | Free |
| CLASS 2 – WHAT WE SPEND & HOW WE SPEND IT Financial information and documents | | |
| Annual Return form & report from auditor | Hard copy Village notice board | 12p per sheet |
| Finalised budget | Hard copy – contact the Clerk | 12p per sheet |
| Precept | Hard copy – contact the Clerk | 12p per sheet |
| Borrowing approval letter | Hard copy – contact the Clerk | 12p per sheet |
| Financial standing orders & regulations | Hard copy – contact the Clerk | 12p per sheet |
| Grants given and received | Hard copy – contact the Clerk | 12p per sheet |
| List of current contracts awarded and value of contract | Hard copy – contact the Clerk | 12p per sheet |
| Members' allowances and expenses | Hard copy – contact the Clerk | 12p per sheet |
| CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING | | |
| Parish Plan | Hard copy – contact the Clerk | 12p per sheet |
| Annual Report to Parish or Community Meeting | Hard copy – contact the Clerk | 12p per sheet |

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| CLASS 4 - HOW WE MAKE DECISIONS | | |
| Timetable of meetings (Council, any committee/sub committee meetings and parish meetings) | Hard copy – contact the Clerk Notice board | 12p per sheet |
| Agendas of meetings | Hard copy – contact the Clerk Notice board | 12p per sheet |
| Minutes of meetings (this excludes the in camera meeting) | Hard copy – contact the Clerk Notice board | 12p per sheet |
| Reports presented to council meetings | Hard copy – contact the Clerk | 12p per sheet |
| Responses to consultation papers | Hard copy – contact the Clerk | 12p per sheet |
| Responses to planning applications | Hard copy – contact the Clerk | 12p per sheet |
| Bye-laws | Hard copy – contact the Clerk | 12p per sheet |
| CLASS 5 – OUR POLICIES AND PROCEDURES | | |
| Current information only | | |
| Policies and procedures for the conduct of Council business: Procedural standing orders Committees and sub-committee terms of reference Delegated authority in respect of officers Code of conduct Policy statements | Hard copy – contact the Clerk | 12p per sheet |
| Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity Health and Safety policy Recruitment polices (including current vacancies) Policies and procedures for handling requests for information. | Hard copy – contact the Clerk | 12p per sheet |
| Complaint procedures (including those covering requests for information and operating the publication scheme) | Hard copy – contact the Clerk | 12p per sheet |

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| Information security policy | Hard copy – contact the Clerk | 12p per sheet |
| Records management policies | Hard copy – contact the Clerk | 12p per sheet |
| Schedule of charges (for the publication of information) | Hard copy – contact the Clerk | 12p per sheet |
| CLASS 6 – LISTS AND REGISTERS | | |
| Any publicly available register or list | Hard copy – contact the Clerk | 12p per sheet |
| Assets Register | Hard copy – contact the Clerk | 12p per sheet |
| Register of members interests | Hard copy – contact the Clerk SCDC website | 12p per sheet |
| CLASS 7 – THE SERVICES WE OFFER | | |
| Parks, playing fields and recreational facilities | Hard copy – contact the Clerk | 12p per sheet |
| Seating, litter bins, clocks, memorials and lighting | Hard copy – contact the Clerk | 12p per sheet |
| Additional Information | | |
| This provides O&GPC the opportunity to publish information that is not itemised in the lists above | | |
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