

## Alconbury Parish Council

### PUBLICATION POLICY

#### Information available from Alconbury Parish Council under the publication scheme

| INFORMATION TO BE PUBLISHED  | HOW THE INFORMATION CAN BE OBTAINED   | COST  |
|--|---|---|
| <p>Class1 - <b>Who we are and what we do</b><br/>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only<br/>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> | <p>Website (<a href="http://www.Alconburyparishcouncil.co.uk">www.Alconburyparishcouncil.co.uk</a>)<br/>Hard copy</p> | <p>Free<br/>Mono copies only 10p per page. Colour if needed 20p per page.</p> |
| Who's who on the Council and its Committees  | <p>Website<br/>Hard copy</p>  | <p>Free<br/>Mono copies only 10p per page. Colour if needed 20p per page.</p> |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)   | <p>Website<br/>Hard copy</p>  | <p>Free<br/>Mono copies only 10p per page. Colour if needed 20p per page.</p> |
| <p>Class 2 – <b>What we spend and how we spend it</b><br/>(Financial information relating to projected and actual income and expenditure and financial audit) relating to current and previous financial year as a minimum</p>   | <p>Website<br/>Hard copy<br/>Noticeboard</p>  | <p>Free<br/>Mono copies only 10p per page. Colour if needed 20p per page.</p> |
| Annual return form and report by internal auditor  | <p>Website<br/>Hard copy<br/>Noticeboard</p>  | <p>Free<br/>Mono copies only 10p per page. Colour if needed 20p per page.</p> |
| Finalised budget   | <p>Hard copy<br/>Website<br/>Noticeboard</p>  | <p>Mono copies only 10p per page. Colour if needed 20p per page.</p>          |
| Precept  | <p>Hard copy<br/>Website<br/>Noticeboard</p>  | <p>Mono copies only 10p per page. Colour if needed 20p per page.</p>          |
| Financial Standing Orders and Regulations  | <p>Website<br/>Hard Copy</p>  | <p>Free<br/>Mono copies only 10p per page. Colour if needed 20p per page.</p> |

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| Items of expenditure above £100   | Website<br>Noticeboard<br>Hard copy | Free<br>Free<br>Mono copies only 10p per page. Colour if needed 20p per page. |
| Grants given and received   | Website<br>Hard copy                | Free<br>Mono copies only 10p per page. Colour if needed 20p per page.         |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)   | Website<br>Hard copy<br>Noticeboard | Free<br>Mono copies only 10p per page. Colour if needed 20p per page.         |
| Class 3 – <b>How we make decisions</b><br>(Decision making processes and records of decisions)<br>Current and previous council year as a minimum<br>(Parish Council Minutes)      | Website<br>Hard copy<br>Noticeboard | Free<br>Mono copies only 10p per page. Colour if needed 20p per page.         |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)   | Website<br>Noticeboard<br>Hard copy | Free<br>Free<br>Mono copies only 10p per page. Colour if needed 20p per page. |
| Agenda of meetings  | Website<br>Noticeboard<br>Hard copy | Free<br>Free<br>Mono copies only 10p per page. Colour if needed 20p per page. |
| Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.   | Hard copy<br>Website                | Mono copies only 10p per page. Colour if needed 20p per page.                 |
| Responses to planning applications  | Hard copy<br>Website<br>Noticeboard | Mono copies only 10p per page. Colour if needed 20p per page.                 |
| Class 5 – <b>Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only | Website<br>Hard copy                | Free<br>Mono copies only 10p per page. Colour if needed 20p per page.         |
| Policies and procedures for the conduct of council business<br>Procedural standing orders   | Website<br>Hard copy                | Free<br>Mono copies only 10p per page. Colour if needed 20p per page.         |
| Class 6 – <b>Lists and Registers</b>  |                                     |   |

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|---|---|---|
| Currently maintained lists and registers only |   |   |
| Assets Register                               | Website<br>Hard copy                        | Free<br>Mono copies only 10p per page. Colour if needed 20p per page. |
| Register of Members Interests                 | Hunts District Council website<br>Hard copy | Free<br>Mono copies only 10p per page. Colour if needed 20p per page. |

**Contact details:**

Alconbury Parish Council

Email: parishclerk@alconburyparishcouncil.gov.uk

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

| TYPE OF CHARGE    | DESCRIPTION                                  | BASIS OF CHARGE                              |
|-------------------|--|--|
| Disbursement Cost | Photocopying @ 20p per sheet (black & white) | Actual cost*                                 |
|                   | Photocopying @ 20p per sheet (colour)        | "  |
|                   | Postage                                      | Actual cost of Royal Mail standard 2nd class |

Approved by members on:

Reviewed Annually