

**Information available from GREAT HORWOOD PARISH COUNCIL under the
Freedom of Information model publication scheme**

Information to be published	How the information can be obtained	Cost
Class 1 -- Who we are and what we do		
Who's who on the Council and its Committees	Notice Board/Website	Free
Contact details for Town Clerk and Council members	Notice Board/Website	Free
Class 2 -- What we spend and how we spend it		
Annual return form and report by auditor	Application to the Clerk	see below
Finalised budget – contained in minutes of meetings	Website/Notice Board	Free
Precept – contained in minutes of meetings	Website/Notice Board	Free
Financial Regulations	Website	Free
Grants given and received – contained in minutes of meetings	Website/Notice Board	Free
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		
Parish Plan	Website	Free
Annual Report to Annual Town Meeting (current and previous year)	Website	Free
Class 4 -- How we make decisions		
Timetable of meetings - contained in minutes of meetings	Notice Board/Website	Free
Agendas of meetings	Notice Board/Website	Free
Minutes of meetings	Notice Board/Website	Free
Reports presented to council meetings	Application to the Clerk	see below

Responses to consultation papers	Application to the Clerk	
Class 5 -- Our policies and procedures		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	Website	Free
Policies & procedures for the employment of staff.	Application to the Clerk	see below
Class 6 -- Lists and Registers		
Assets Register	Application to the Clerk	
Register of members' interests	Application to the Clerk	
Class 7 -- The services we offer		
Allotments	Application to the Clerk	Free
Litter bins, memorials and lighting	Application to the Clerk	Free
Bus shelters	Application to the Clerk	Free

Contact details: Mr Duncan Trigg, Clerk, Great Horwood Parish Council, 24 Willow Road, Great Horwood, MK17 0HQ

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Council Website: www.bucksinfo.net/greathorwoodpc

SCHEDULE OF CHARGES.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying 10p per single sided A4 or smaller sheet (black & white)	Actual cost
	Photocopying per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

