

GRAFFHAM PARISH COUNCIL - FREEDOM OF INFORMATION

Information available from Graffham Parish Council under the Model Publication Scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST FOR HARDCOPIES (Website is free)
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website or hard copy from the Parish Clerk	
Who's who on the Council and its Committees.	Website or Parish Clerk	10p per A4 sheet
Contact details for Parish Clerk and Council members (named contacts where possible, with telephone number and email address, if used).	Website, notice boards or Parish Clerk	10p per A4 sheet
Location of main Council Office and accessibility details	No Parish Office. Parish Clerk contactable by telephone or email	Nil
Staffing structure	Not applicable. Clerk sole employee.	
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	Website or hard copy from the Parish Clerk	10p per A4 sheet
Annual return form and report by auditor	Website or hard copy from the Parish Clerk	10p per A4 sheet
Finalised budget	Website or hard copy from the Parish Clerk	10p per A4 sheet

Prepared by Amy Harte
 Clerk and Responsible Financial Officer to Graffham Parish Council
 South Side, Dye House Lane, Duncton, Petworth, West Sussex, GU28 0LF

E: clerk@graftam-pc.gov.uk
 W: [Graffham Parish Council – News and updates from Graffham Parish Council](#)
 T: 07889979820

Precept	Website or hard copy from the Parish Clerk	10p per A4 sheet
Borrowing Approval letter	Parish Clerk	10p per A4 sheet
Financial Standing Orders and Regulations	Website or hard copy from the Parish Clerk	10p per A4 sheet
Grants given and received	Parish Clerk	10p per A4 sheet
List of current contracts awarded and value of contract	Parish Clerk	10p per A4 sheet
Members' allowances and expenses	Parish Clerk	10p per A4 sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Parish Clerk	10p per A4 sheet
Parish Plan	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or Parish Clerk	10p per A4 sheet
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website or Parish Clerk	10p per A4 sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, notice boards or Parish Clerk	10p per A4 sheet

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Agendas of meetings (as above)	Website, notice boards or Parish Clerk	10p per A4 sheet
Minutes of meetings (as above)	Website or Parish Clerk	10p per A4 sheet
Reports presented to council meetings	Website, notice boards or Parish Clerk	10p per A4 sheet
Responses to consultation papers	Parish Clerk	10p per A4 sheet
Responses to planning applications	Noted in minutes on website or from Parish Clerk. Also available from SDNPA Planning Portal	10p per A4 sheet
Bye-laws	Not applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website or Parish Clerk	10p per A4 sheet
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website or Parish Clerk	10p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff: Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website or Parish Clerk	10p per A4 sheet
Information security policy	Parish Clerk	10p per A4 sheet

Records management policies (records retention, destruction and archive)	Parish Clerk / Website	10p per A4 sheet
Data protection policies	Parish Clerk	10p per A4 sheet
Schedule of charges (for the publication of information)	Parish Clerk	10p per A4 sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only	Website or Parish Clerk	10p per A4 sheet
Any publicly available register or list	Website or Parish Clerk	10p per A4 sheet
Assets Register	Website or Parish Clerk	10p per A4 sheet
Disclosure log	Parish Clerk	10p per A4 sheet
Register of Members’ interests	Website or Parish Clerk	10p per A4 sheet
Register of gifts and hospitality	Parish Clerk	10p per A4 sheet

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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	Website or Parish Clerk	10p per A4 sheet
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Not applicable	
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Parish Clerk	10p per A4 sheet

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 50p per sheet (colour)	Actual cost *

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	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		Not applicable.
Other		None.

* The actual cost incurred by the public authority.