

Information available from Corby Glen Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
<p>Who's who on the Council and its Committees</p>	<p>From the Corby Glen website, which is www.corbyglen.com</p>	<p>n/a</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>From the Corby Glen website, which is www.corbyglen.com</p>	<p>n/a</p>
<p>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)</p> <p>Current and previous financial year as a minimum</p>		
<p>Annual return form and report by auditor</p>	<p>Available in hard copy from the Parish Clerk</p>	<p>10p per sheet</p>

Finalised budget	Available in hard copy from the Parish Clerk	10p per sheet
Precept	Available in hard copy from the Parish Clerk	10p per sheet
Grants given and received	Available in hard copy from the Parish Clerk	10p per sheet
List of current contracts awarded and value of contract	Available in hard copy from the Parish Clerk	10p per sheet
Members' allowances and expenses	Available in hard copy from the Parish Clerk	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available in hard copy from the Parish Clerk	10p per sheet
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 and parish meetings)	Available in hard copy from the Parish Clerk	10p per sheet
Agendas of meetings (as above)	Available in hard copy from the Parish Clerk	10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Available in hard copy from the Parish Clerk	10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Available in hard copy from the Parish Clerk	10p per sheet
Responses to planning applications	Available in hard copy from the Parish Clerk	10p per sheet

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements Schedule of Charges</p>	<p>Available in hard copy from the Parish Clerk</p>	<p>10p per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information</p>	<p>Available in hard copy from the Parish Clerk</p>	<p>10p per sheet</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
<p>Assets Register</p>	<p>Available in hard copy from the Parish Clerk</p>	<p>10p per sheet</p>
<p>Register of members' interests</p>	<p>Available in hard copy from the Parish Clerk</p>	<p>10p per sheet</p>
<p>Register of gifts and hospitality</p>	<p>Available in hard copy from the Parish Clerk</p>	<p>10p per sheet</p>

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

Parks, playing fields and recreational facilities

Available in hard copy from the Parish Clerk

10p per sheet

Seating, litter bins, memorials and lighting

Available in hard copy from the Parish Clerk

10p per sheet

Contact details:

Parish Clerk –

Reverend Reg Rooke, 3, Walsingham Drive, Corby Glen, Grantham, Lincolnshire. NG33 4TA

Telephone 01476 552177

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
	Postage @ cost of Royal Mail standard 2 nd class	Actual cost