

## Information available from Graveney with Goodnestone Parish Council

Information to be published	How it can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (current information only)		
Who's who on the council	Website	Free
Contact details for Parish Clerk and council members	Hard copy	At cost
<b>Class 2 – What we spend and how we spend it</b> (current and previous financial year as a minimum)		
Annual Return form and report by auditor	Website	Free
Financial Regulations	Hard copy	At cost
Precept	Hard copy	At cost
Finalised budget		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Report to Parish Meeting (current and previous)	Website Hard copy	Free At cost
<b>Class 4 – How we make decisions</b> (current and previous council year as a minimum)		
Timetable of meetings	Noticeboard	Free
Agendas of meetings	Website	Free
Minutes of meetings	Hard copy	At cost
Reports presented to meetings	Hard copy	At cost
Responses to consultation papers		
Responses to planning applications	Planning portal Hard copy	Free At cost
<b>Class 5 – Our policies and procedures</b> (current information only)		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Code of Conduct</li> <li>• Complaints Policy</li> </ul>	Website Hard copy	Free At cost
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Equal Opportunities Policy</li> <li>• Grievance Policy</li> <li>• Disciplinary Policy</li> <li>• Complaints Policy</li> <li>• Policies and procedures for handling requests for information</li> <li>• Schedule of charges (for the publication of information)</li> </ul>	Website Hard copy	Free At cost
<b>Class 6 – Lists and Registers</b> (currently maintained lists and registers only)		
Register of Electors	By inspection only	At cost
Asset Register	Hard copy	At cost
Register of Interests	Website Hard copy	Free At cost
<b>Class 7 – The services we offer</b> (current information only)		
Litter bins, notice boards, bus shelters and lighting	Hard copy	At cost

Website: <https://www.graveneywithgoodnestone-pc.gov.uk>

Hard copies are available on application to the Parish Clerk:

Graveney with Goodnestone Parish Council

clerkggpc@gmail.com

### **SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Other	Labour	Actual staff cost at hourly rate

Adopted: July 2017

Reviewed: May 2021