

Information available from Hargrave Parish Council under the model publication scheme

Where information is available on our website, or is available only from another place, for example, North Northamptonshire Council or county archives, we are not obliged to provide a copy. If you wish to obtain other information, your request should be made in writing to the parish clerk. This includes via email.

Information to be published All information on our website is free to download and view	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council -	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details. The Parish Council does not own any premises. Meetings are held in the Village Hall. The Hall does have a ramp access to the rear of the building	Website	Free

Information to be published All information on our website is free to down load and view	How the information can be obtained	Cost
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	Website	
Annual return form and report by auditor	Website	
Finalised budget <i>shown council minutes for November meeting</i>	As Minutes below	
Precept <i>shown council minutes for November meeting</i>	As Minutes below	
Borrowing Approval letter		
Financial Standing Orders and Regulations	Website (policies tab)	
Grants given and received <i>Shown in Council Minutes</i>	As Minutes below	
List of current contracts awarded and value of contract	Clerk	
Members' allowances and expenses	Clerk	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Hargrave Neighbourhood Plan & supporting documents	Website	
Annual Report to Parish Meeting (current and previous year)	Website as part of the meeting minutes	
Class 4 – How we make decisions (Decision making processes and records of decisions)		

Information to be published All information on our website is free to down load and view	How the information can be obtained	Cost
Current and previous council year <i>shown in Council Minutes</i>	As Minutes below	
Timetable of meetings (Council, - and parish meetings)	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting. <i>These will be part of the Minutes</i>	See Minutes above	
Responses to consultation papers – Consultation responses are generally submitted online and a paper copy is not available		
Responses to planning applications <i>These will be part of the Minutes</i>	Will be shown on North Northamptonshire Council website planning portal.	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers; <i>Shown in Minutes</i> Code of Conduct Policy statements	See Website: policies tab	

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Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy 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)	See Website: policies tab	
Records management policies (records retention, destruction and archive)	See Website: policies tab	
Data protection policies	See Website: policies tab	
Schedule of charges (for the publication of information)	See below	
Class 6 – Lists and Registers	(some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register - electoral roll. Please contact North Northamptonshire Council to view the electoral roll		
Assets Register	Contact Clerk	
Register of members' interests	Published on North Northamptonshire Council website	
Register of gifts and hospitality	Contact Clerk	
Class 7 – The services we offer		

Information to be published All information on our website is free to down load and view	How the information can be obtained	Cost
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Street Lighting – our website has a map showing the location of street lights	Contact Clerk	
Grit bin – the Parish Council is responsible for one grit bin	Contact clerk	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Website: www.parish-council.com/hargrave
Parish Clerk: Jenny Hodgson clerk.hargravepc@outlook.com

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .10p per sheet (black & white) plus VAT	Actual cost *
	Photocopying @ .15.p per sheet (colour) plus VAT	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority