



## GREAT ALNE PARISH COUNCIL

Information available from Great Alne Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            Organisational information, locations and contacts, constitutional and legal governance.  <b>Chairman:</b> Cllr Lynn Bowring            The Old Cottage, Henley Road, Great Alne B49 6HR            01789 488562/ 0776 651 1459</p> <p><b>Vice Chairman:</b> Cllr Paul Clark            66 School Road, Great Alne B49 6HQ            01789 488409/ 0786 683 4801</p> <p>Cllr Ian Millard            West Meadow Barn, Manor Court, Henley Road, Great Alne B49 5HR            01789 488492/ 0796 664 0519</p> <p>Cllr Hazel Mainwaring            Hill View, Burford Lane, Shelfield, Alcester B49 6JH            01789 488921/ 07773 446352</p> <p>Cllr Diane Francis            6 Millway Lodge, Great Alne Park, Alcester, B49 6FX            07961 805341</p> <p><b>Clerk:</b> Mrs Kyla Brown            2 Gunn Court, Park Lane, Great Alne, Alcester, B49 6HS</p>	<p>Website: <a href="http://www.greatalne-pc.gov.uk">www.greatalne-pc.gov.uk</a>            Noticeboards            Newsletters            Parish Council meetings            Hard copy/electronically from Clerk on request. Email <a href="mailto:info@greatalne-pc.gov.uk">info@greatalne-pc.gov.uk</a></p>	<p>Disbursement cost</p>

0783 379 0375		
<p><b>Class 2 – What we spend and how we spend it</b>  Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.  For example: Annual Return form and report by Auditor, Internal Audit, Finalised budget, Precept, Financial Statement, Financial Standing Orders and Regulations, Grants given and received, contracts awarded and value of contract.</p>	<p>All documents can be obtained or viewed on request from the Clerk in hard copy/electronic format.  Some information may be found in meeting Minutes or on the website.</p>	Disbursement cost
<p><b>Class 3 – What our priorities are and how we are doing</b>  Strategy and performance information, plans, assessments, inspections and reviews.</p>	<p>Parish Council Meetings and AGM – Draft &amp; approved Minutes and some documents available on website or in hard copy/ electronic format from Clerk by request.  Info may be given in updates through newsletters</p>	Disbursement cost
<p><b>Class 4 – How we make decisions</b>  Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.</p> <p>All records of decisions made by the Parish Council are contained within the Minutes of meetings. To view Approved Minutes of the current or previous council year see the website or contact the Clerk. Draft Minutes are also available on the website within one month of a Parish Council meeting. Draft &amp; Approved Minutes are also circulated to an email group. Contact the Clerk for further information or to be added to the email group.</p>	<p>Website  Hard copy/electronically from Clerk on request  Via email group</p>	Disbursement cost

Responses to planning applications. Decisions are recorded in meeting Minutes. (see above)	Via Stratford on Avon District Council Planning Portal or via Parish Council website. Hard copy/electronic format from the Clerk on request	Disbursement cost
<b>Class 5 – Our policies and procedures</b> Current written protocols for delivering our functions and responsibilities.		
<b>Policies and procedures for the conduct of council business</b> eg. Procedural Standing Orders, Delegated authority in respect of officers (info contained within Standing Orders), Financial Regulations, Code of Conduct*, Privacy Policy	Website Hard copy/electronic format from the Clerk on request *Noticeboard at Memorial Hall	Disbursement cost
<b>Policies and procedures for the provision of services and about the employment of staff</b> eg. Risk Management Policy, Policies and procedures for handling requests for information, including schedule of charges, Playground Inspection reports (annual and visual weekly), Complaints Policy, Disciplinary & Grievance Policy	Website Hard copy/electronic format from the Clerk on request	Disbursement cost
<b>Class 6 – Lists and Registers</b> Information held in registers required by law and other lists and registers relating to the functions of the authority.		
For example: Register of members' interests*, Register of gifts and hospitality, Asset Register, Freedom of Information Disclosure log**	* Via Stratford on Avon District Council website or via a link from the Parish Council website. Website. **Hard copy/electronic format only from the Clerk on request	Disbursement cost

<b>Class 7 – The services we offer</b> Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.	Hard copy/ electronic information available from the Clerk by request Regular updates in newsletter Website where appropriate	Disbursement cost

## GREAT ALNE PARISH COUNCIL- SCHEDULE OF CHARGES

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

The table below describes how the charges have been worked out.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per A4 sheet (black & white)	Actual cost ^
	Photocopying @ 50p per A4 sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

^ The actual cost incurred by the public authority

### Written requests

If you would like further information, then please write to us with your name and address and tell us what information you need or if you need it in a different format. Subject to the payment of any costs, we will give you the information within 20 working days.

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.