

Information available from Ashmanhaugh Parish Council under the New Model publication scheme

NOTE:

1 All the rates given below exclude the Clerk's time which will be charged at £8.64 per hour unless stated otherwise.

2 Requests for information must be made in writing.

Information Available			How the information can be obtained	Cost
Class1 - Who we are				
Who's who on the Council				
Councillors			Website	10p per sheet - single side
Geoffrey Hunt	Chair	The House by the Lake, Beeston St Lawrence, Norwich, NR12 8YS	Hard Copy	
Harry Buxton	Vice Chair	Dairy Farm, Stone Lane, Ashmanhaugh, NR12 8YW		
Noel Coleman	Councillor	Copper Beeches, Rectory Road, Ashmanhaugh, NR12 8YP		
Sarah Hewitt	Councillor	Mayfield, School Road, Ashmanhaugh, NR12 8YN		
Gary Saunders	Councillor	Malvern Croft, Rectory Road, Ashmanhaugh, NR12 8YP		
Ivan Sharpe	Councillor	El Zerka, Stone Lane, Ashmanhaugh, NR12 8YR		
Alan Wiseman	Councillor	Sunray, Stone Lane, Ashmanhaugh, NR12 8YR		
Sarah Hunt	Clerk to the Council	Weavers Edge, Chequers Street, East Ruston sbmr@hotmail.com		

01692 580859		
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard Copy	10p per sheet - single side
Finalized budget	Hard Copy	10p per sheet - single side
Precept	Hard Copy	10p per sheet - single side
Standing Orders and Financial Regulations	Hard Copy	10p per sheet - single side
Grants given and received	Hard Copy	10p per sheet - single side
List of current contracts awarded and value of contract	Hard Copy	10p per sheet - single side
Members' allowances and expenses	None Claimed	
Class 3 – What our priorities are and how we are doing		
Parish Plan	In development by village Parish Plan Group	
Annual Report to Parish by the Chair	Website Hard Copy	10p per sheet - single side
Class 4 – How we make decisions		
Timetable of meetings	Website Hard Copy	10p per sheet - single side
Agendas of meetings	Website Hard Copy	10p per sheet - single side
Minutes of meetings – Note this excludes information that is properly regarded as private to the meeting.	Website Hard Copy	10p per sheet - single side

Reports presented to council meetings – Note this excludes information that is properly regarded as private to the meeting.	Website Hard Copy	10p per sheet - single side
Responses to consultation papers	Hard Copy	10p per sheet - single side
Responses to planning applications	Hard Copy	10p per sheet - single side
Class 5 – Our policies and procedures		
Procedural standing orders Code of Conduct	Website Hard Copy	10p per sheet - single side
Information security policy	Hard Copy	10p per sheet - single side
Records management policies (records retention, destruction and archive)	Hard Copy	10p per sheet - single side
Schedule of charges (for the publication of information)	See below	
Class 6 – Lists and Register		
Assets Register	For Inspection by appointment with the Clerk	£8.64 per hour
Register of members' interests	For Inspection by appointment with the Clerk	£8.64 per hour
Register of gifts and hospitality	For Inspection by appointment with the Clerk	£8.64 per hour
Class 7 – The services we offer		
Newsletter	Website Hard Copy	10p per sheet - single side

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10.p per sheet – single side (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 1st class
Preparation Charge	Clerk's time at £8.64 per hour	
Other		