

HARGRAVE PARISH COUNCIL

clerk@hargravesuffolk-pc.gov.uk

Information available from Hargrave Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - who we are and what we do Current information only <ul style="list-style-type: none">• Who's who on the Council and its Committees• Contact details for Parish Administrator• Contact details (in accordance with GDPR) for Council members• Details of accessibility to Parish Council	Available free on website address: www.hargravesuffolk-pc.gov.uk Available free on noticeboards or hard copy from the administrator clerk@hargravesuffolk-pc.gov.uk	See below **
Location of Parish Council Office and accessibility details	Parish Council office The Six Bells The Street Horringer IP29 5SJ Email: clerk@hargravesuffolk-pc.gov.uk Phone: 01284 735551	
Staffing structure	Clerk to the Council (Administrator)	
Class 2 – What we spend and how we spend it		

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<ul style="list-style-type: none"> • Current and previous financial year’s accounts • Annual Governance and Accountability Return Form • Internal and External Auditor’s Report • Finalised Budget • Precept Details • Financial Regulations • Grants received including: <ul style="list-style-type: none"> ○ Locality Awards • Grants given including: <ul style="list-style-type: none"> ○ Grants under the General Power of Competence ○ Grants to local groups and clubs in Hargrave • Members’ allowances and expenses • List of contracts awarded and value of contract 	<p>Available free on website address: www.hargravesuffolk-pc.gov.uk</p> <p>or hard copy from the Administrator *</p>	<p>See below **</p>
<p>Class 3 – What our priorities are and how we are doing</p> <ul style="list-style-type: none"> • Business Plan (current and previous year) • Local Council Award Scheme • Community Engagement Strategy • Surveys • Neighbourhood Development Plan (NDP) • Annual Report to Parish Meeting 	<p>On website or hard copy from the Administrator *</p>	<p>See below **</p>
<p>Class 4 – How we make decisions</p> <ul style="list-style-type: none"> • Timetable of Parish Council Meetings for current year which will include details of: <ul style="list-style-type: none"> ○ Full Council Meetings 		

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<ul style="list-style-type: none"> • Complaints Procedure & Policy • Training and Expenses Policies • Media & Reporting Protocol Policies • Records Management Policies • Pre-Application Policy • Protocol for Public Participation in Meetings • Data Protection Policies • Policies for dealing with the handling of Personal Data • Privacy Notices • Schedule of charges for the publication of information <p>Attached to this register</p>	<p>Available free on website address: www.hargravesuffolk-pc.gov.uk</p> <p>Attached to this register</p>	<p>See below **</p>
<p>Class 6 – Lists and Registers</p> <ul style="list-style-type: none"> • Assets Register • Register of Members’ Interests • Register of Gifts and Hospitality • Disclosure Log (indicating the information that has been provided in response to requests) • Leases and sub-leases held • Planning Registers 	<p>On website or on request to the Parish Administrator *</p> <p>Link available via website On request to the Parish Administrator</p> <p>On request to the Parish Administrator</p> <p>On website or on request to the Parish Administrator *</p>	<p>See below **</p>
<p>Class 7 – The services we offer</p>		

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<ul style="list-style-type: none"> • Provision and maintenance of Recreation Grounds / Play Areas • Provision of and maintenance of Bus Shelters • Emptying of Litter Bins & Dog Bins • Provision of Grit Bins • Provision and maintenance of seating in open spaces • Hedge cutting & verge clearance on parish-maintained land • Funding of Police Community Support Officer • Maintenance of Trees and Hedgerows within the ownership of the Parish Council • Provision and maintenance of Public Open Space • Provision and maintenance of assets contained within the Council's Fixed Asset Register 	<p>Details and information on request to the Administrator</p>	<p>See below **</p>
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Contact details for the Administrator:

**Mrs N Calder
The 6 Bells
The Street
Horringer
IP29 5SJ**

Email: clerk@hargravesuffolk-pc.gov.uk

SCHEDULE OF CHARGES – where applicable

This describes how the charges have been arrived at and is published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE – cost of stationary & admin time
Disbursement cost	Photocopying @ £1 first sheet then 15p per sheet thereafter	Actual cost

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	For copy of the Hargrave NHP - £10.00	Actual reprinting cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation

* hard copy will incur a fee – see table above

** the actual cost incurred by the public authority

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Adopted on January 2026

Review due January 2027