

GRAMPOUND with CREED PARISH COUNCIL

TITLE	DESCRIPTION	WHAT YOU MAY SEE	CONTACT	FORMAT/LINK
1. ORGANISATIONAL INFORMATION	Organisational information, structures, locations and contacts.	Who's who on the Council and its Committees.	Parish Clerk – Mrs Gillian Thompson 01726-884024 clerk@grampound.org.uk	Hard copy Personal inspection www.grampound.org.uk
		Staffing structure.	As above	
		Staffing structure.	As above	
2. FINANCIAL INFORMATION	Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.	Annual return form and report by Auditor.	Parish Clerk – Mrs Gillian Thompson 01726-884024 clerk@grampound.org.uk	Hard copy Personal inspection
		Finalised budget.	As above	As above
		Precept.	As above	As above
		Financial Standing Orders and Regulations – contained in the Council's Standing Orders.	As above	As above www.grampound.org.uk
		Grants given and received. NOTE – recorded in the Minutes.	As above	As above
		List of current contracts awarded and value of contract. NOTE – recorded in the Minutes.	As above	As above
		Members' allowances and expenses. NOTE – recorded in the Minutes.	As above	As above

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3. PRIORITIES	Strategies and plans, performance indicators, audits, inspections and reviews.	Parish Plan.	Parish Clerk – Mrs Gillian Thompson 01726-884024 clerk@grampond.org.uk	Hard copy Personal inspection www.grampond.org.uk
		Annual report to Parish Meeting.	As above	As above
		Quality status.	As above	Hard copy Personal inspection
4. DECISION MAKING	Decision making processes and records of decisions.	Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings).	Parish Clerk – Mrs Gillian Thompson 01726-884024 clerk@grampond.org.uk	Hard copy Personal inspection www.grampond.org.uk
		Agendas of meetings (as above).	As above	As above
		Minutes of meetings (as above). NB this will exclude information that is properly regarded as private to the meeting.	As above	As above
		Reports presented to Council Meetings. NB this will exclude information that is properly regarded as private to the meeting.	As above	Hard copy Personal inspection
		Responses to consultation papers.	As above	As above
		Responses to planning applications.	As above	As above www.grampond.org.uk
5. POLICIES AND PROCEDURES	Policies and procedures for the conduct of council business.	Procedural Standing Orders.	Parish Clerk – Mrs Gillian Thompson 01726-884024 clerk@grampond.org.uk	Hard copy Personal inspection www.grampond.org.uk

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		Committee and sub-committee terms of reference.	As above	As above
		Delegated authority in respect of officers.		
		Code of Conduct.	As above	As above.
		Policy Statements. NOTE – recorded in the Minutes.	As above	As above.
	Policies and procedures for the provision of services and about the employment of staff.	Health and safety policy. Risk assessments Records management policies (records retention, destruction and archive).	Parish Clerk – Mrs Gillian Thompson 01726-884024 clerk@grampond.org.uk As above	Hard copy Personal inspection As above
6. LISTS AND REGISTERS	Currently maintained lists and registers.	Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).	Parish Clerk – Mrs Gillian Thompson 01726-884024 clerk@grampond.org.uk	Hard copy Personal inspection
		Assets Register	As above	As above
		Register of members' interests.	As above	As above
		Register of members' interests.	As above	As above
7. SERVICES	Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	Community centres and village halls. NOTE – Town Hall only.	Parish Clerk – Mrs Gillian Thompson 01726-884024 clerk@grampond.org.uk	Hard copy Personal inspection www.grampond.org.uk

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		Seating, litter bins, clocks, memorials and lighting.	As above	Hard copy Personal inspection
		Bus shelters.	As above	As above
		Markets. ¹	As above	As above
		Public conveniences.		
		Agency agreements.	As above	As above
8. ADDITIONAL INFORMATION				

¹ A monthly Produce Market commenced on last Saturday of the month.