

## Information available from Manea Parish Council under the Freedom of Information Act 2000 - publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council	Website	Free
Contact details for Parish Clerk and Council members	Website	Free
Location of main Council office and accessibility details	Website	Free
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Hard copy – contact Clerk	10p per sheet for copies
Documents related to the Council's accounts	Hard copy – contact Clerk	10p per sheet for copies

Parish Precept and Concurrent Functions information	Hard copy – contact Clerk	10p per sheet for copies
Financial Standing Orders and Regulations	Hard copy – contact Clerk	10p per sheet for copies
Grants given and received	Hard copy – contact Clerk	10p per sheet for copies
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan	Hard copy – contact Clerk	10p per sheet for copies
<b>Class 4 – How we make decisions</b>		
Dates, times and venues of meetings for Parish Council and Sub-Committee	Website	Free
Agendas of Parish Council and Sub-Committee meetings	Website	Free
Minutes of Parish Council and Sub-Committee meetings	Website	Free
Reports presented to Council and Sub-Committee meetings	Hard copy – contact Clerk	10p per sheet

		for copies
Responses to consultation papers	Hard copy – contact Clerk	10p per sheet for copies
Responses to planning applications	Hard copy – contact Clerk	10p per sheet for copies
<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of council business:  Procedural standing orders Sub-Committee terms of reference Delegated authority in respect of officers Code of Conduct	Hard copy – contact Clerk	10p per sheet for copies
<b>Class 6 – Lists and Registers</b>		
Register of graves	Hard copy – contact Clerk	10p per sheet for

		copies
Register of burials	Hard copy – contact Clerk	10p per sheet for copies
Register of members' interests	Hard copy – contact Clerk	10p per sheet for copies
Register of interests declared by members at meetings	Hard copy – contact Clerk	10p per sheet for copies
<b>Class 7 – The services we offer</b>		
Current information only		
Allotments	Hard copy – contact Clerk	10p per sheet for copies
Cemetery/burials – fees published on website	Website	Free
Manea pit	Hard copy – contact Clerk	10p per sheet for copies

Playing fields and recreational facilities	Hard copy – contact Clerk	10p per sheet for copies
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk	10p per sheet for copies

**Contact details: Terry Jordan, Clerk to Manea parish Council, 1 St. Mary’s Drive, March, Cambridgeshire, PE15 8BJ; tel. 01354 656677; e-mail: [clerk@manea-pc.gov.uk](mailto:clerk@manea-pc.gov.uk).**

#### SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost

	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation.