

Granborough Parish Council

Information available from Granborough Parish Council under the Freedom of Information Act model publication scheme.

Class 1 – Who we are and what we do

(Organisational information, structures, locations, and contacts)

- **Council members and responsibilities:** Information available via website or upon request
- **Representation on local public bodies:** Information available via website or upon request
- **Postal and email address:** Council correspondence via Clerk's home address, available on website. Email: clerk@granborough.org
- **Contact details for Clerk and Council members:** Available on website
- **Location of main Council office and accessibility:** Council correspondence via Clerk's home address; contact via email preferred
- **Staffing structure:** Clerk (part-time), no additional staff currently

Class 2 – What we spend and how we spend it

(Financial information about projected and actual income and expenditure)

- **Statement of accounts and internal audit report:** Published annually on website under Finance/Audit documentation
- **Finalised budget:** Published annually under Finance section
- **Precept:** Published in minutes and financial reports on website
- **Borrowing approval letter:** Not applicable (no borrowing currently)
- **Expenditure over £100:** Published in minutes and in Transparency section under Legal on website
- **Financial Regulations:** Available on website
- **Grants given and received:** Listed in minutes and finance reports
- **Contracts awarded and value:** Published where applicable under Contracts
- **Members' allowances and expenses:** Not applicable (no allowances paid)

Class 3 – What our priorities are and how we are doing

(Strategies and plans, audits, inspections, and reviews)

- **Annual governance statement:** Published on website
- **Parish Plan:** Not currently applicable
- **Annual Report to Parish Meeting:** Included in Annual Parish Meeting minutes
- **Quality status:** Not applicable
- **Local charters:** Not applicable
- **Impact assessments:** Not currently held

Class 4 – How we make decisions

(Decision making processes and records of decisions)

- **Timetable of meetings:** Published on website
- **Agendas of meetings:** Published under each meeting entry online
- **Minutes of meetings:** Available on website under Minutes
- **Reports to council meetings:** Included within meeting documents (available online)
- **Responses to consultations:** Available in minutes
- **Responses to planning applications:** Published in minutes and any comments on Buckinghamshire Council planning portal
- **Byelaws:** Not applicable

Class 5 – Our policies and procedures

(Current written protocols, policies, and procedures)

- **Standing Orders and Financial Regulations:** Available on website
- **Delegated authority:** Defined in Standing Orders and minutes
- **Code of Conduct:** Available on website under Parish Council Notices
- **Policies related to services and staff:** Complaints Policy, Data Protection, etc., all on website
- **Recruitment and equality policies:** Equality on website (no current vacancies)
- **Complaints procedures:** Published on website

Class 6 – Lists and Registers

(Currently maintained lists and registers only)

- **Register of Interests:** Available on Buckinghamshire Council website via link from GPC site
- **Assets Register:** Published annually
- **Disclosure Log:** Not currently held
- **Register of gifts and hospitality:** Not currently applicable

Class 7 – The services we offer

(Information about services provided by the council)

- **Allotments:** Owned and managed by the Oxford Diocese
- **Burial Grounds:** Owned and managed by the Church
- **Village Hall:** Managed by a separate charity, contact via village website
- **Parks and Playing Fields:** Managed and maintained by the Council
- **Coronation Meadow:** Managed and maintained by the Council
- **Seating, litter bins, lighting:** Installed and maintained by the Council
- **Defibrillator:** Installed and maintained by the Council
- **Speed Indicator Unit:** Installed and maintained by the Council
- **Bus shelters:** Provided and maintained by the Council
- **Markets and public conveniences:** Not applicable
- **Agency agreements:** None
- **Fees:** Currently no fees charged by the Council

Additional Information

- Planning responses, Annual Parish Meeting minutes, events, project updates, and newsletters are all published via www.granborough.org.

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying (black & white)	Actual cost
Postage	Actual cost of Royal Mail standard 2nd class	Actual cost
Statutory Fee	As specified by legislation	As per statute

This document will be reviewed annually. Last updated: June 2025.

Website: www.granborough.org

Email: clerk@granborough.org