



GREAT DENHAM PARISH COUNCIL

Great Denham Parish Council
Guide to Information
&
Publication Scheme



GREAT DENHAM PARISH COUNCIL

1. Introduction

- 1.1 Great Denham Parish Council has adopted the Information Commissioner's Model Publication Scheme. This Guide explains what information we routinely make available, how it can be accessed, and whether any charges apply.
- 1.2 Where stated, information is available on the council's website clerk@greatdenhamparishcouncil.gov.uk. If you require information in another format, please contact the Clerk.

2. Scope

- 2.1 Our Guide to Information sets out:
 - 2.1.1 the information we routinely publish
 - 2.1.2 how the public can access it
 - 2.1.3 any associated charges

3. Who We Are and What We Do

- 3.1 Information available
 - 3.1.1 • List of councillors, roles and contact information
 - 3.1.2 • Clerk's contact details
 - 3.1.3 • Council meeting dates
- 3.2 How to access
 - 3.2.1 • Website
 - 3.2.2 • Contact the Clerk
- 3.3 Charge: No charge for electronic copies. Printing/postage at cost if requested in paper form.

4. What We Spend and How We Spend It

- 4.1 Information available
 - 4.1.1 • Annual budget
 - 4.1.2 • End-of-year accounts
 - 4.1.3 • Annual Governance & Accountability Return (AGAR)
 - 4.1.4 • Internal and external audit reports
 - 4.1.5 • Grant Awarding Policy and Application
 - 4.1.6 • Financial regulations
- 4.2 How to access
 - 4.2.1 • Website
 - 4.2.2 • Contact the Clerk
- 4.3 Charge: No charge for electronic copies. Printing/postage at cost if requested in paper form.



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5. What Our Priorities Are and How We Are Doing

5.1 Information available

- 5.1.1 • Policies and procedures for decision-making

5.2 How to access

- 5.2.1 • Website

5.3 Charge: No charge for electronic copies. Printing/postage at cost..

6. How We Make Decisions

6.1 Information available

- 6.1.1 • Agendas

- 6.1.2 • Minutes of council meetings (excluding confidential sections)

6.2 How to access

- 6.2.1 • Website

- 6.2.2 • Contact the Clerk

6.3 Charge: No charge for electronic copies. Printing/postage at cost.

7. Our Policies and Procedures

7.1 Information available

7.1.1 GDPC Standing Orders

7.1.2 GDPC Financial Regulations

7.1.3 GDPC Grants Policy

7.1.4 GDPC Grant Application Form

7.1.5 GDPC Reserves Policy

7.1.6 GDPC Information Data Protection Policy

7.1.7 GDPC Model Publication Scheme

7.1.8 GDPC Social Media and Electronic Communication Policy

7.1.9 GDPC Community Events Policy

7.1.10 GDPC Staffing Committee Terms of Reference

7.1.11 GDPC Dignity at Work Policy

7.1.12 GDPC Disciplinary Policy

7.1.13 GDPC Grievance Policy

7.1.14 GDPC Sick Absence Policy

7.1.15 GDPC Biodiversity Policy

7.2 How to access

- 7.2.1 • Website

7.3 Charge: No charge for electronic copies. Printing/postage at cost.



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8. Lists and Registers

8.1 Information available

- 8.1.1 • Register of Interests (maintained by Bedford Borough Council)

- 8.1.2 • Asset register

8.2 How to access

- 8.2.1 • Website

- 8.2.2 • Contact the Clerk

- 8.2.3 Charge: No charge for electronic copies. Printing/postage at cost.

9. The Services We Offer

9.1 Information available

- 9.1.1 • Information regarding the parish (green spaces, parish history, parish map, Community Hall)

- 9.1.2 • Great Denham Neighbourhood Plan

- 9.1.3 • Developer Information

9.2 How to access

- 9.2.1 • Website: www.greatdenhamparishcouncil.gov.uk

- 9.2.2 • Contact the Clerk

- 9.2.3 Charge: No charge for electronic copies. Printing/postage at cost.

10. Additional Information

- 10.1 The council may hold other information not listed above. If you cannot find the information you need, you may submit a Freedom of Information (FOI) request or an Environmental Information (EIR) request to the Clerk.

11. Charges

- 11.1 The following charges may apply for hard-copy requests:

- 11.1.1 Photocopying/printing (black & white) 10p per page

- 11.1.2 Photocopying/printing (colour) 20p per page

- 11.1.3 Postage Royal Mail actual cost

- 11.2 No charge is made for:

- 11.2.1 • viewing documents electronically

- 11.2.2 • inspection of documents by appointment

- 11.3 If a request is expected to exceed the FOI cost limit, the council will advise options before proceeding.

12. Contact Details

Email: clerk@greatdenhamparishcouncil.gov.uk



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12.1 Website: www.greatdenhamparishcouncil.gov.uk

12.2 Address: 3 Saxon House End, Harrold, Bedfordshire, MK43 7FS

13. Review

13.1 This policy will be reviewed every two years or sooner if legislation changes.

14. Version Control

Version Control Record

Ref.	Date of Update	Details of Amendments/Changes	Approval Minute
1	March 2026	Initial adoption of policy.	March 2026