



<ul style="list-style-type: none"> <li>• Policies and procedures for handling requests for information</li> <li>• Media and Reporting Protocol Policies</li> <li>• Records management policies (records retention, destruction &amp; archive)</li> <li>• Data Protection Policies</li> <li>• Protocol for Public Participation in Meetings</li> <li>• Privacy Notices</li> <li>• Schedule of charges for the publication of information</li> </ul>	<p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>Attached to this register</p>	<p>see below**</p>
<p><b>Class 6 – Lists and Registers</b></p> <ul style="list-style-type: none"> <li>• Assets Register</li> <li>• Burial Register</li> <li>• Register of members’ interests</li> </ul>	<p>On website or on request to the Clerk</p> <p>On request to the Clerk</p> <p>Link available via the website</p>	<p>see below**</p> <p>see below**</p> <p>see below**</p>
<p><b>Class 7 – The services we offer</b></p> <p>Bus shelter</p> <p>Cemetery</p> <p>Dog Bins and Emptying thereof</p> <p>Funding of the provision &amp; maintenance of specific street lighting</p> <p>Seating in open spaces and maintenance thereof</p> <p>Maintenance and cleaning of War Memorial</p> <p>Maintenance of the Village Sign</p> <p>Parish Council Notice Board (part ownership)</p> <p>Walling and gates to Churchyard</p> <p>Provision of traffic calming measures</p> <p>Annual Litter pick</p> <p>Grass cutting on Lows FP, Cemetery, Churchyard and The Green</p> <p>Hedge Cutting on Lows FP and Cemetery</p> <p>Maintenance of The Green</p>	<p>Details and information on request to the Parish Clerk</p>	<p>see below**</p>
<p><b>The Parish Council Notice Board is situated on The Green near Forge Close</b></p>		

**Contact details:**           **Mrs Caroline Emeny**  
  **Palgrave Parish Council**  
  **2 Old School, Laxfield, Suffolk IP13 8DL**  
  **T: 01986 798422   Email: clerk@palgrave-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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ £1 first sheet then 10p per sheet (black & white) or 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 (quote the actual statute)

\*\* hard copy will incur a fee – see table above