

## Information available from HEYBRIDGE PARISH COUNCIL under the model publication scheme (adopted March 2012)

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Hard copy/electronic (from Clerk) website	Hard copy
Contact details for Parish Clerk and Council members (named contacts where possible with email address)	Hard copy/electronic (from Clerk) website	Hard copy
Location of main Council office and accessibility details	Hard copy/electronic (from Clerk) website	Hard copy
Staffing structure	Hard copy/electronic (from Clerk) website	Hard copy

<p><b>Class 2 – What we spend and how we spend it</b>  (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard Copy	Hard copy
Finalised budget	Hard Copy/electronic	Hard copy
Precept	Hard Copy	Hard copy
Borrowing Approval letter	Hard Copy if applicable	Hard copy
Financial Standing Orders and Regulations	Hard Copy/electronic	Hard copy
Grants given and received	Hard copy if applicable	Hard copy
List of current contracts awarded and value of contract	By reference to Minutes – hard copy/electronic/website	Hard copy
Members' allowances and expenses	Not applicable except for individual claims for travelling expenses included in Minutes	Hard copy

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	VDS of Heybridge Basin Hard copy/electronic	Cost of colour copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy/electronic/website	Hard copy
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy/ electronic/website	Nil
Agendas of meetings (as above)	Hard copy/ electronic/website	Nil
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/ electronic/website	Hard copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/electronic	Hard copy
Responses to consultation papers	Hard copy/electronic	Hard copy
Responses to planning applications	Hard copy/electronic	Hard copy

Bye-laws	N/A	Nil
<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct (Members) Policy statements	Hard Copy/Electronic Hard Copy/Electronic Hard Copy/Electronic Hard Copy/Electronic Hard Copy/Electronic	Hard copy
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy/electronic Hard copy/electronic Hard copy/electronic Hard copy/electronic (when applicable) Hard copy/electronic Hard copy/electronic	Hard copy
Information security policy (Data Protection)	Hard copy/electronic	Hard copy

Records management policies (records retention, destruction and archive)	Hard copy/electronic	Hard copy
Data protection policies	Hard copy/electronic	Hard copy
Schedule of charges (for the publication of information)	N/A	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	Hard copy/electronic	Hard copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests	Hard copy/electronic	Hard copy
Register of gifts and hospitality	Hard copy/electronic	Hard copy
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Back copies of Heybridge Herald available	Nil
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	Overview document hard copy/electronic, otherwise upon enquiry	Hard copy

Community centres and village halls	Overview document hard copy/electronic, otherwise upon enquiry	Nil
Parks, playing fields and recreational facilities	Overview document hard copy/electronic, otherwise upon enquiry	Nil
Seating, litter bins, clocks, memorials and lighting	Overview document hard copy/electronic, otherwise upon enquiry	Hard copy
Bus shelters	Overview document hard copy/electronic, otherwise upon enquiry	Hard copy
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Lettings of Plantation Hall and Playing Field only – scale of fees and charges hard copy/ electronic/website	Nil
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		


**Contact details:**

**Laurie Wiebe – Clerk – Tel 01621 852 471 or email: [clerk@heybridgeparishcouncil.gov.uk](mailto:clerk@heybridgeparishcouncil.gov.uk)**

**SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 25p 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)
<b>Other</b>		

\* the actual cost incurred by the public authority

**Originally adopted November 2008**

**Amended March 2012**  
**Adopted 22 March 2012**  
**Amended January 2015**  
**Adopted 22 January 2015**  
**Reviewed 8 June 2016**