



Parish Office
 Suite 2
 4, The Limes
 Ingatestone
 Essex
 CM4 0BA
 Telephone: 01277 676759
www.ingatestone-fryerningpc.gov.uk

Information available from Ingatestone and Fryerning Parish Council under the model publication scheme

| Information to be published | How the information can be obtained | Cost |
|---|---|---|
| Class1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only | | |
| Who is who on the Council and its Committees | Website, noticeboards, newsletters, contacting the office Hardcopy via post | Free Photocopy plus posting cost |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address) | Website, noticeboards, newsletters, contacting the office Hardcopy via post | Free Photocopy plus posting cost |
| Location of Council office and accessibility details | Website, noticeboards, newsletters, contacting the office Hardcopy via post | Free Photocopy plus posting cost |
| Staffing structure | Website, contacting the office Hardcopy via post | Free Photocopy plus posting cost |
| Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum | | |
| Annual return form and report by auditor | Website, noticeboards, contacting the office Hardcopy via post | Free Photocopy plus posting cost |
| Finalised budget | Website, contacting the office Hardcopy via post | Free Photocopy plus posting cost |
| Precept | Website, contacting the office Hardcopy via post | Free Photocopy plus posting cost |
| Borrowing Approval letter | N/A | N/A |

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| All items of expenditure | Listed in minutes and location on website, contacting the office Hardcopy by post | Free Photocopy plus posting cost |
| Items of expenditure over £500 | Website, contacting the office Hardcopy via post | Free Photocopy plus posting cost |
| Financial Standing Orders and Regulations | Website, contacting the office Hardcopy via post | Free Photocopy plus posting cost |
| Grants given and received | Website, contacting the office Hardcopy via post | Free Photocopy plus posting cost |
| List of current contracts awarded and value of contract | Contacting the office Hardcopy via post | Free Photocopy plus posting cost |
| Members' allowances and expenses | N/A | N/A |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Action Plan (current and previous year as a minimum) | Website, contacting the office Hardcopy via post | Free Photocopy plus posting cost |
| Annual Report to Parish Meeting (current and previous year as a minimum) | Website, contacting the office Hardcopy via post | Free Photocopy plus posting cost |
| Local Government Award / quality status | Website, contacting the office Hardcopy via post | Free Photocopy plus posting cost |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | Website, contacting the office Hardcopy via post | Free Photocopy plus posting cost |
| Class 4 – How we make decisions (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) | Website, noticeboards, contacting the office Hardcopy via post | Free Photocopy plus posting cost |
| Agendas of meetings (as above) | Website, noticeboards (before meetings only), contacting the office Hardcopy via post | Free Photocopy plus posting cost |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Website, contacting the office, copies at the library Hardcopy via post | Free Photocopy plus posting cost |

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| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Contacting the office Hardcopy via post | Free Photocopy plus posting cost |
| Responses to consultation papers | As above | As above |
| Responses to planning applications | Website, contacting the office Hardcopy via post | Free Photocopy plus posting cost |
| Bye-laws | Contacting the office Hardcopy via post | Free Photocopy plus posting cost |

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| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only | | |
| Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements | Website, contacting the office Hardcopy via post | Free Photocopy plus posting cost |
| Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • 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) | Website (FOI and complaints policies), Contacting the office Hardcopy via post | Free Photocopy plus posting cost |
| Information security policy | Website, contacting the office Hardcopy via post | Free Photocopy plus posting cost |
| Records management policies (records retention, destruction and archive) | Website, contacting the office Hardcopy via post | Free Photocopy plus posting cost |
| Data protection policies | Website, contacting the office Hardcopy via post | Free Photocopy plus posting cost |

| Class 6 – Lists and Registers Any publicly available register or list | | |
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| Assets Register | Website, contacting the office Hard copy via post | Free Photocopy plus posting cost |
| 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) | Contacting the office Hard copy via post | Free Photocopy plus posting cost |
| Register of members' interests | Website, contacting the office Hard copy by post | Free Photocopy plus posting cost |
| Register of gifts and hospitality | As above | As above |

| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only | | |
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| Allotments | Website, noticeboards, contacting the office Hardcopy via post | Free Photocopy plus posting cost |
| Burial grounds and closed churchyards | Website, noticeboards, contacting the office Hardcopy via post | Free Photocopy plus posting cost |
| Community centres and village halls | Website, contacting the office Hard copy by post | Free Photocopy plus posting cost |
| Parks, playing fields and recreational facilities | Website, contacting the office Hard copy by post | Free Photocopy plus posting cost |
| Seating, litter bins, clocks, memorials and lighting | Website, contacting the office Hard copy by post | Free Photocopy plus posting cost |
| Bus shelters | Website, contacting the office Hard copy by post | Free Photocopy plus posting cost |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Website, contacting the office Hard copy by post | Free Photocopy plus posting cost |

Contact details: Parish Clerk, Suite 2, 4 The Limes, Ingatestone, Essex, CM4 0BE
Tel: 01277 676759 / email: clerk@ingatestone-fryerningpc.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 nd class |