

INFORMATION AVAILABLE FROM GESTINGTHORPE PARISH COUNCIL UNDER THE MODEL PUBLICATION FREEDOM OF INFORMATION ACT SCHEME

Information to be published	How the information can be obtained	Cost
<u>CLASS 1 – Who we are and what we do</u> Members of the Parish Council	Hard copy from the Clerk/copy on noticeboard/website	15p per copy + postage
<u>CLASS 2 – What we spend and how we spend it</u> Annual Audit Statement and report by auditor	Hard copy from the Clerk/copy on noticeboard or website	£1.50 total
Annual statement of accounts produced at end of March – current and previous year	Hard copy from Clerk or via email/website	15p per copy + postage
Budget and Precept forecast	Hard copy from Clerk	15p per copy + postage
Financial Standing Orders and Regulations	Hard copy from Clerk/website	15p per sheet + postage
Grants given and received	Hard copies from Clerk	15p per sheet + postage
<u>CLASS 3 – What our priorities are and how we are doing</u> Chairmans Annual Report	Hard copy from Clerk	15p per sheet + postage
<u>CLASS 4 – How we make decisions</u> Council minutes (excluding information that is properly regarded as private to the meeting)	Hard copy from Clerk or via email/website	15p per sheet + postage
Council agendas	Hard copy from Clerk or via email/website	15p per sheet + postage
Reports presented to council meetings (excluding information that is properly regarded as private to the meeting)	Hard copy from Clerk	15p per sheet + postage
Responses to consultation papers	Hard copy from Clerk	15p per sheet + postage
Responses to planning applications	Hard copy from Clerk/Braintree District Council website	15p per sheet + postage
<u>CLASS 5 – Our policies and procedures</u> Procedural standing orders Schedule of charges for the publication of information	Hard copy from Clerk Hard copy from Clerk/copy on Notice board	15p per sheet + postage 15p per sheet + postage
Code of Conduct	Hard copy from Clerk/BDC website	15p per sheet + postage
Members allowances and expenses	Not applicable	
RoSPA report	Hard copy from Clerk or via email	15p per sheet + postage
<u>CLASS 6 – Lists and Registers</u> Assets register	Hard copy from Clerk or vial email/website	15p per copy + postage
Register of members interests	PC website/Braintree District Council website	15p per sheet + postage
Register of gifts and hospitality	Hard copy from Clerk	15p per sheet + postage
<u>CLASS 7 – The services we offer</u> Agency agreements	Hard copy from Clerk	15p per sheet + postage

Small documents that can be sent via email – no charge.

Costs have been calculated to cover paper & envelopes, in addition the cost of standard 2nd class postage, photocopies at 15p per single page.

Costs of information available will rise with inflation but are correct at 10th November 2016

Contact details: Frances Wells, Parish Clerk
Newcaven, The Street, Bulmer, Sudbury, Suffolk. CO10 7EP
Tel: 01787 379606
Email: gestingthorpepc@gmail.com
www.essexinfolnet/gestingthorpe

