

## Information available from Ardleigh Parish Council under the model publication scheme

| Information to be published   | How the information can be obtained | Cost                |
|---|-------------------------------------|---------------------|
| <p><b>Class1 - Who we are and what we do</b><br/>(Organisational information, structures, locations and contacts, where applicable)</p> <p>Current information only</p>   |                                     |                     |
| Who's who on the Council and its Committees (where applicable)  | Hard Copy                           | Photocopying Costs* |
| Contact details for Parish Clerk and Council members  | Hard Copy                           | Photocopying Costs* |
| Location of main Council office and accessibility details (where applicable)  | Hard Copy                           | Photocopying Costs* |
| Staffing structure, where applicable  | Hard Copy                           | Photocopying Costs* |
|   |                                     |                     |
| <p><b>Class 2 – What we spend and how we spend it</b><br/>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit, where applicable)</p> <p>Current and previous financial year as a minimum</p> |                                     |                     |
| Annual return form and report by auditor  | Hard Copy                           | Photocopying Costs* |

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|--|-----------|---------------------|
| Finalised budget   | Hard Copy | Photocopying Costs* |
| Precept  | Hard Copy | Photocopying Costs* |
| Borrowing Approval letter (where applicable)   | Hard Copy | Photocopying Costs* |
| Financial Standing Orders and Regulations  | Hard Copy | Photocopying Costs* |
| Grants given and received  | Hard Copy | Time Costs**        |
| List of current contracts awarded and value of contract  | Hard Copy | Time Costs**        |
| Members' allowances and expenses   | Hard Copy | Time Costs**        |
|  |           |                     |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews) |           |                     |
| Parish Plan, where applicable (current and previous year as a minimum)   | N/A       | N/A                 |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)  | Hard Copy | Photocopying Costs* |
| Quality status   | N/A       | N/A                 |
| Local charters drawn up in accordance with DCLG guidelines   | N/A       | N/A                 |
|  |           |                     |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)   |           |                     |
| Current and previous council year as a minimum   |           |                     |
| Timetable of meetings (Council, any committee/sub-committee meetings, where applicable, and parish meetings)                                     | Hard Copy | Photocopying Costs* |

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|---|-----------|---------------------|
| Agendas of meetings (as above)  | Hard Copy | Photocopying Costs* |
| Minutes of meetings (as above). Available ONLY after the Council has approved them – nb this will exclude information that is properly regarded as private to the meeting.  | Hard Copy | Photocopying Costs* |
| Reports presented to council meetings. Available ONLY after the Council has approved them - nb this will exclude information that is properly regarded as private to the meeting.   | Hard Copy | Time Costs**        |
| Responses to consultation papers  | Hard Copy | Time Costs**        |
| Responses to planning applications  | Hard Copy | Time Costs**        |
| Bye-laws  | N/A       | N/A                 |
| <p><b>Class 5 – Our policies and procedures</b><br/> (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:<br><br>Procedural standing orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements                              | Hard Copy | Photocopying Costs* |
| Policies and procedures for the provision of services and about the employment of staff:<br>Internal policies relating to the delivery of services<br>Equality and diversity policy (not currently available)<br>Health and safety policy (not currently available) | Hard Copy | Photocopying Costs* |

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|---|-------------------------|---------------------|
| Recruitment policies (including current vacancies)<br>Policies and procedures for handling requests for information (not currently available)<br>Complaints procedures (including those covering requests for information and operating the publication scheme) |                         |                     |
| Information security policy   | Not currently available |                     |
| Records management policies (records retention, destruction and archive)  | Not currently available |                     |
| Data protection policies  | Not currently available |                     |
| Schedule of charges (for the publication of information)  | Hard Copy               | Photocopying Costs* |
|   |                         |                     |
| <b>Class 6 – Lists and Registers</b>  |                         |                     |
| Currently maintained lists and registers only   |                         |                     |
| Any publicly available register or list   | Inspection              | Inspection Costs*** |
| Assets Register   | Hard Copy               | Photocopying Costs* |
| Disclosure log  | Inspection              | Inspection Costs*** |
| Register of Councillors' relevant business interests  | Inspection              | Inspection Costs*** |
| Register of gifts and hospitality   | Inspection              | Inspection Costs*** |
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| <b>Class 7 – The services we offer</b>  |                         |                     |

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|---|-----------|---------------------|
| (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)                  |           |                     |
| Current information only  |           |                     |
| Allotments  | N/A       | N/A                 |
| Burial grounds and closed churchyards   | Hard Copy | Photocopying Costs* |
| Village Hall  | Hard Copy | Photocopying Costs* |
| Parks, play areas and recreation ground   | Hard Copy | Photocopying Costs* |
| Seating, litter bins, clocks, memorials and lighting  | Hard Copy | Photocopying Costs* |
| Bus shelters  | Hard Copy | Photocopying Costs* |
| Markets   | N/A       | N/A                 |
| Public conveniences   | N/A       | N/A                 |
| Agency agreements   | N/A       | N/A                 |
| A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)                           |           |                     |
| Burial Fees   | Hard Copy | Photocopying Costs* |
| <b>Additional Information</b><br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above |           |                     |
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**Contact details:** Karen Thompson, Clerk to Ardleigh Parish Council.  
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### **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 and/or printing at a rate of 12p per sheet (black & white) subject to a minimum charge of £2.00  | Actual cost subject to a minimum charge of £2.00         |
|                          | *Photocopying and/or printing at a rate of 15p per sheet (colour) subject to a minimum charge of £2.00   | Actual cost subject to a minimum charge of £2.00         |
|                          | Postage  | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |
| <b>Statutory Fee</b>     |  | In accordance with the relevant legislation              |
| <b>Other</b>             | **Time: £8.25 per hour, or part hour, subject to a minimum charge of £8.25   | Actual cost subject to a minimum charge of £8.25         |
|                          | ***Inspection: Minimum charge of £5.00 payable in advance of viewing the information £5.00 for first 30 minutes, or part of 30 minutes and thereafter £5.00 for every further 30 minutes or part of 30 minutes, payable in advance of each period or part period of 30 minutes | Actual cost subject to a minimum charge of £5.00         |