

Information available from Great Canfield Parish Council under the model publication scheme

If 'Website' is given for any information, this will be a link to the appropriate page on this website.

If 'Hardcopy' is given for any information, please contact the Clerk, see below.

If the entry is ~~crossed out~~ the information is not relevant to the activities of Great Canfield Parish Council.

| Information to be published | Hard Copy | Website | Notice board | Comment |
|--|-----------|---------|--------------|----------------------|
| <p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> | | | | |
| Who's who on the Council and its Committees | x | x | x | |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | x | x | x | Email hard copy only |
| Location of main Council office and accessibility details | x | | | |
| Staffing structure | | | | Clerk only employee |
| | | | | |

| 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) | Hard Copy | Website | Notice board | Comment |
|---|------------------|----------------|---------------------|--------------------------------------|
| Annual return form and report by auditor | x | x | x | Notice Board – Registers rights only |
| Finalised budget | x | x | | |
| Precept | x | | | |
| Borrowing Approval letter | | | | |
| Financial Standing Orders and Regulations | x | x | | |
| Grants given and received | x | | | |
| List of current contracts awarded and value | x | | | |
| Members' allowances and expenses | x | | | |
| | | | | |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | Hard Copy | Website | Notice board | Comment |
| Parish Plan (current and previous year as a minimum) | | | | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | x | x | | |
| Quality status | | | | Not currently a Quality Council |
| Local charters drawn up in accordance with DCLG guidelines | | | | |
| | | | | |

| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | Hard Copy | Website | Notice board | Comment |
|---|------------------|----------------|---------------------|----------------------------|
| Timetable of Parish Council meetings | x | x | | |
| Timetable of sub-committee meetings | x | | | Meetings as required |
| Agendas of Parish Council meetings | x | x | x | |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | x | x | x | Hope End notice board only |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | x | | | |
| Responses to consultation papers | x | | | |
| Responses to planning applications | x | | | |
| Bye laws | | | | |
| | | | | |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | Hard Copy | Website | Notice board | Comment |
| Policies and procedures for the conduct of council business: | | | | |
| Procedural standing orders | x | x | | |
| Committee and sub-committee terms of reference | | | | |
| Delegated authority in respect of officers | | | | |
| Code of Conduct | x | x | | |
| Policy statements | | | | |

| | | | | |
|--|------------------|----------------|---------------------|--|
| 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) | x | | | In accordance with current legislation |
| Information security policy | | | | Discussed and agreed not relevant |
| Records management policies (records retention, destruction and archive) | x | | | |
| General Data Protection Regulations - GDPR | x | x | | In accordance with current legislation |
| Schedule of charges for the publication of information) | x | | | See end of this document |
| | | | | |
| Class 6 – Lists and Registers Currently maintained lists and registers only | Hard Copy | Website | Notice board | Comment |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | | | | |
| Assets Register | x | x | | |
| 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) | x | | | |
| Register of members' interests | x | x | | |
| Register of gifts and hospitality | x | | | Nil Register |

| 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 | Hard Copy | Website | Notice board | Comment |
|--|------------------|----------------|---------------------|----------------|
| Allotments | | | | |
| Burial grounds and closed churchyards | | | | |
| Community centres and village halls | | | | |
| Parks, playing fields and recreational facilities | | | | |
| Seating, litter bins, clocks, memorials and lighting | x | | | |
| Bus shelters | | | | |
| Markets | | | | |
| Public conveniences | | | | |
| Agency agreements | | | | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | | | | |
| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | Hard Copy | Website | Notice board | Comment |
| Definitive Map (copy) | x | | | |
| Registration of Common Land and Green (copy) | x | | | |
| | | | | |
| | | | | |

Contact details: Clerk to Great Canfield Parish Council – Allison Ward
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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.

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|---|--|
| Disbursement cost | Photocopying and printing A4 sheet @10p per sheet (black & white) | Actual cost * |
| | Photocopying and printing A4 sheet @ £2 per sheet (colour) | Actual cost * |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| | | |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| | | |
| Other | Travel to photocopy and print at 46.9p per mile | Current mileage rate for Clerk |
| | | |

* The actual cost is based on public library charges

UPDATED June 2018