



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

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

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
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)	As above	As above
Location of Council office and accessibility details	As above	As above
Staffing structure	Website, contacting the office Hardcopy via post	Free Photocopy plus posting cost
<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) 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

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	Contacting the office Hardcopy via post	Free Photocopy plus posting cost
<b>Class 3 – What our priorities are and how we are doing</b> (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)	As above	As above
Local Government Award / quality status	As above	As above
<del>Local charters drawn up in accordance with DCLG guidelines</del>		
<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)	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 Hardcopy via post	Free Photocopy plus posting cost
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	As above	As above
Bye-laws	As above	As above

<b>Class 5 – Our policies and procedures</b> (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"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	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"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	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)	As above	As above
Data protection policies	As above	As above
Schedule of charges (for the publication of information)	As above	As above
Website, contacting the office Hardcopy via post	Free Photocopy plus posting cost	Website, contacting the office Hardcopy via post
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Contacting the office Hard copy via post	Free Photocopy plus posting cost
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
<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) Current information only		
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	As above	As above
Bus shelters	As above	As above
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	As above	As above

**Contact details:** Parish Clerk, Suite 1, 4 The Limes, Ingatestone, Essex, CM4 0BE  
Tel: 01277 353315 / email: [clerk@ingatestone-fryerningpc.gov.uk](mailto: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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class