



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 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
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

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
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)	As above	As above
Local Government Award / quality status	As above	As above
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 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	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

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)	As above	As above
Data protection policies	As above	As above
Class 6 – Lists and Registers Any publicly available register or list		
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		
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 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