

Information available from Waldringfield Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do Organisational information, structures, locations and contacts</p> <p>This will be current information only</p>	Website	Nil
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	
Location of main Council office and accessibility details	Website	
Staffing structure	Website	
<p>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)</p> <p>Current and previous financial year as a minimum</p>	Website where appropriate Or Hardcopy by request	Photocopying @ 2p per sheet (black & white) 8p (colour) +2nd class postage at cost
Annual return form and report by auditor	Website	
Finalised budget	Website	
Precept	Website	
Borrowing Approval letter	Hardcopy by request	Photocopying @ 2p per sheet (black & white) 8p (colour) +2nd class postage at cost
Financial Standing Orders and Regulations	Website where appropriate	

Grants given and received	Website where appropriate or Hardcopy by request	Photocopying @ 2p per sheet (black & white) 8p (colour) +2nd class postage at cost
List of current contracts awarded and value of contract	Hardcopy by request	Photocopying @ 2p per sheet (black & white) 8p (colour) +2nd class postage at cost
Members' allowances and expenses	Hardcopy by request	Photocopying @ 2p per sheet (black & white) 8p (colour) +2nd class postage at cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website	
Parish Plan (current and previous year as a minimum)	Website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	
Quality status	Website	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Minutes of all meeting published on the PC website Hardcopy by request	Photocopying @ 2p per sheet (black & white) 8p (colour) +2nd class postage at cost
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website and noticeboards	

Minutes of meetings	Website	
Reports presented to council meetings	Website where available Hardcopy by request	Photocopying @ 2p per sheet (black & white) 8p (colour) +2nd class postage at cost
Responses to consultation papers	Website where available Hardcopy by request	Photocopying @ 2p per sheet (black & white) 8p (colour) +2nd class postage at cost
Responses to planning applications	Hardcopy by request	Photocopying @ 2p per sheet (black & white) 8p (colour) +2nd class postage at cost
Bye-laws	Website where available Hardcopy by request	Photocopying @ 2p per sheet (black & white) 8p (colour) +2nd class postage at cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website where available Hardcopy by request	Photocopying @ 2p per sheet (black & white) 8p (colour) +2nd class postage at cost

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures</p>	<p>Hardcopy by request</p> <p>Hardcopy by request</p>	<p>Photocopying @ 2p per sheet (black & white)</p> <p>8p (colour)</p> <p>+2nd class postage at cost</p>
Information security policy	Hardcopy by request	Photocopying @ 2p per sheet (black & white) 8p (colour) +2nd class postage at cost
Records management policies (records retention, destruction and archive)	Hardcopy by request	Photocopying @ 2p per sheet (black & white) 8p (colour) +2nd class postage at cost
Data protection policies	<p>Hardcopy by request</p> <p>Pos website</p>	Photocopying @ 2p per sheet (black & white) 8p (colour) +2nd class postage at cost
Schedule of charges (for the publication of information)	Website	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	Available by inspection	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Available by inspection	
Assets Register	Available by inspection	

Disclosure log	Not held	
Register of members' interests	Available by inspection	
Register of gifts and hospitality	Available by inspection	
Class 7 – The services we offer s) Current information only	Website	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website where available Hardcopy by request	Photocopying @ 2p per sheet (black & white) 8p (colour) +2nd class postage at cost
Seating, litter bins, clocks, memorials and lighting	Hardcopy by request	Photocopying @ 2p per sheet (black & white) 8p (colour) +2nd class postage at cost
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Available by inspection	
Additional Information		
Copies of correspondence sent by the Parish Council regarding local campaigns	Website where available Hardcopy by request	Photocopying @ 2p per sheet (black & white) 8p (colour) +2nd class

		postage at cost + 2 nd class postage at cost

Contact details:

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 @ 2.p per sheet (black & white)	Actual cost *
	Photocopying @ .8.p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	
Other	N/A	

* the actual cost incurred by the public authority