

Adopted Publication Scheme

Information available from Purleigh 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> | <p>Website</p> <p>Points of contact booklets</p> <p>From the clerk</p> <p>Notice boards</p> | |
| Who's who on the Council and its Committees | <p>Website</p> <p>Notice boards</p> | <p>Free</p> <p>Free</p> |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | <p>Website</p> <p>Notice boards</p> <p>Hard copy – contact clerk</p> | <p>Free</p> <p>Free</p> <p>Free</p> |
| Location of main Council office and accessibility details | <p>Website</p> <p>Notice boards</p> | <p>Free</p> <p>Free</p> |
| Staffing structure | <p>Website</p> <p>Hard copy -contact clerk</p> | <p>Free</p> <p>Free</p> |
| <p>Class 2 – What we spend and how we spend it</p> <p>(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> | <p>Website</p> <p>Hard Copy – contact clerk</p> | <p>Free</p> <p>10p/sheet</p> |
| Annual return form and report by auditor | Hard copy – contact clerk | 10p/sheet |

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| Finalised budget | Hard copy – contact clerk | 10p/sheet |
| Precept | Website (in January Minutes) Hard copy – contact clerk | Free Free |
| Borrowing Approval letter | N/A | |
| Financial Standing Orders and Regulations | Hard copy – contact clerk | 10p/sheet |
| Grants given and received | Hard copy – contact clerk | 10p/sheet |
| List of current contracts awarded and value of contract | Hard copy – contact clerk | |
| Members' allowances and expenses | N/A | |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | Website Hard copy - contact clerk | Free 10p/sheet |
| Parish Plan (current and previous year as a minimum) Parish Appraisal | N/A Hard copy – contact clerk | Free |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | May Parish Magazine Website Hard copy- contact clerk | 30p Free 10p/sheet |
| Quality status | N/A | |
| Local charters drawn up in accordance with DCLG guidelines | N/A | |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | (hard copy or website) Minutes on website Hard copy – contact clerk | Free 10p/sheet |

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| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website Notice boards Parish Magazine Contact clerk | Free Free 30p Free |
| Agendas of meetings (as above) | Notice boards Hard copy – contact clerk | Free Free |
| Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting. | Website Hard copy – contact clerk | Free 10p/sheet |
| Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting. | Hard copy - contact clerk | 10p/sheet |
| Responses to consultation papers | Hard copy – contact clerk | 10p/sheet |
| Responses to planning applications | Hard copy – contact clerk | 10p/sheet |
| Bye-laws | N/A | |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | Website Hard copy – contact clerk | Free 10p/sheet |
| Policies and procedures for the conduct of council business: | Hard copy – contact clerk | 10p/sheet |
| Procedural standing orders | Hard copy – contact clerk | 10p/sheet |
| Committee and sub-committee terms of reference | N/A | 10p/sheet |
| Delegated authority in respect of officers | Hard copy – contact clerk | 10p/sheet |
| Code of Conduct | Hard copy – contact clerk | 10p/sheet |
| Policy statements | Hard copy – contact clerk | |

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| | Hard copy – contact clerk | |
| Policies and procedures for the provision of services and about the employment of staff: | Contact clerk | Free |
| Internal policies relating to the delivery of services | Website/ contact clerk | Free |
| Equality and diversity policy | N/A | |
| Health and safety policy | Contact clerk | Free |
| Recruitment policies (including current vacancies) | Website/notice boards | Free |
| Policies and procedures for handling requests for information | Website/notice boards | Free |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | Hard copy- contact clerk | Free |
| Information security policy | Contact clerk | Free |
| Records management policies (records retention, destruction and archive) | Contact clerk | Free |
| Data protection policies | Contact clerk | 10p/sheet |
| Schedule of charges for the publication of information) | Contact clerk | Free |
| Class 6 – Lists and Registers | | |
| Currently maintained lists and registers only | | |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Inspection only | Free |
| Assets Register | Hard copy – contact clerk | Free |
| 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) | Not held | |

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| Register of members' interests | Inspection only | Free |
| Register of gifts and hospitality | Inspection only | Free |
| 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 | Points of Contact booklets Website | Free Free |
| Allotments | Notice board, Website, Points of Contact booklets, or from the clerk | Free |
| Burial grounds and closed churchyards | From clerk | Free |
| Community centres and village halls (Pavilion) | Website, Points of Contact booklets, notice boards | Free |
| Parks, playing fields and recreational facilities | From the clerk | Free |
| Seating, litter bins, clocks, memorials and lighting | From the clerk | Free |
| 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) | N/A | |
| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
| Risk Assessment (including insurance policies) | Inspection only | Free |

Contact details:

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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 @ 10p per sheet (black & white) | Actual cost * |
| | Colour photocopying not available | |
| | Postage | Actual cost of Royal Mail standard 2ndclass |
| Statutory Fee | | In accordance with the relevant legislation |
| Other | | |

* the actual cost incurred by the public authority