

Information available from Elmstead Parish Council under the ICO model publication scheme

<b>Information to be published</b>	<b>How the information can be obtained</b> For hard copies contact the clerk	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Website	Please see schedule of charges below for all items.
Who's who on the Council and its Committees	Website/hard copy	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/hard copy	
Location of main Council office and accessibility details	Website/hard copy	
<p><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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website)	
Annual return form and report by auditor	Website/hard copy	
Finalised budget	Website/hard copy	
Precept	Hard copy	
Financial Standing Orders and Regulations	Website/hard copy	
Grants given and received	Hard copy	

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List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Hard copy	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	(hard copy or website)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/hard copy (contact clerk)	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website/hard copy	
Agendas of meetings (as above)	Website/hard copy	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website/hard copy	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website/hard copy	
Responses to consultation papers	Hard copy	
Responses to planning applications	Hard copy	

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<p><b>Class 5 – Our policies and procedures</b>          (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(hard copy or website)</p>	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders          Committee and sub-committee terms of reference          Delegated authority in respect of officers          Code of Conduct          Policy statements</p>	<p>Website/hard copy          Hard copy          Hard copy          Website/hard copy          Website/hard copy</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>Website/hard copy          Website/hard copy          Hard copy          Hard copy          Hard copy          Hard copy</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Website/hard copy</p>	

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Data protection policies	Hard copy	
Schedule of charges (for the publication of information)	Website/hard copy	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(hard copy or website; some information may only be 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)	Hard copy	
Assets register	Hard copy	
Register of members' interests	Website/hard copy	
Register of gifts and hospitality	Hard copy	
<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)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Parks, playing fields and recreational facilities	Hard copy	
Seating, litter bins, clocks, memorials and lighting	Hard copy	
Bus shelters	Hard copy	

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## Contact details:

**Angela Baxter, Parish Office, Community Centre, School Road, Elmstead, Essex CO7 7ET  
07354 385742  
clerk@elmsteadparishcouncil.gov.uk**

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost*
	E-mail	Free
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
	Website	Free
	Noticeboards	Free
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority

This document was approved and adopted on 19<sup>th</sup> March 2020

Reviewed 7<sup>th</sup> March 2024.

Reviewed 5<sup>th</sup> March 2026.

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Next review March 2028.