**Information available from Heybridge Basin Parish Council under the model publication scheme**

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| **Information to be published**  | **How the information can be obtained**  | **Cost**  |
| **Class 1 - Who we** **are and what we do** (Organisational information, structures, locations, and contacts) This will be current information only. |
| Who is who on the Council and its Committees and Working Groups | Website Contacting the Clerk | Free Free |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)  | Website Website/Contacting the ClerkHardcopy via post | FreeFreePrinting plus posting cost  |
| Location of Councill office and accessibility details  | HBPC does not have an office but contact details for the Clerk are published on the website. | Free  |
| Staffing structure | HBPC has one part time employee, the Clerk | N/A |
| **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 ClerkHardcopy via post  | Free  Printing plus posting cost  |
| Finalised budget  | Website, contacting the Clerk Hardcopy via post  | Free Printing plus posting cost  |
| Precept  | Website, contacting the ClerkHardcopy via post  | Free Printing plus posting cost  |
| Borrowing Approval letter  | N/A  | N/A  |
| Financial Standing Orders and Regulations  | WebsiteHardcopy via post  | Free Printing plus posting cost  |
| Grants given and received  | Website, contacting the ClerkHardcopy via post  | Free Printing plus posting cost  |

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| List of current contracts awarded and value of contract  | Contacting the ClerkHardcopy via post  | Free Printing plus posting cost  |
| Members’ allowances and expenses  | N/A | N/A |
| **Class 3 – What our priorities are and how we are doing** (Strategies and plans, performance indicators, audits, inspections, and reviews)  |  |
| Action Plan  | Website, contacting the ClerkHardcopy via post  | Free Printing plus posting cost  |
| Annual Report to Parish Meeting (current and previous year as a minimum)  | WebsiteHardcopy via post | Free Printing plus posting cost  |
| Quality Status | N/A | N/A |
| **Class 4 – How we make decisions** (Decision making processes and records of decisions) Current and previous council year as a minimum  |  |
| Timetable of meetings  | Website, noticeboards, contacting the ClerkHardcopy via post  | Free Printing plus posting cost  |
| Agendas of meetings | Website, noticeboards (before meetings only), contacting the Clerk Hardcopy via post  | Free Printing plus posting cost  |
| Minutes of meetings – N.B this will exclude information that is properly regarded as private to the meeting.  | Website Hardcopy via post  | Free Printing plus posting cost  |
| Responses to planning applications  | Website, contacting the ClerkHardcopy via post  | Free Printing plus posting cost  |
| Byelaws  | N/A  | N/A |
| **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: * Procedural standing orders
* Committee and sub-committee terms of reference
* Delegated authority in respect of officers
* Code of Conduct
* Policy statements
 | Website, contacting the ClerkHardcopy via post  | Free Printing plus posting cost  |
| Policies and procedures for the provision of services and about the employment of staff: * Internal policies relating to the delivery of services
* Equality and diversity policy
* Health and safety policy
* Policies and procedures for handling requests for information
* Complaints procedures (including those covering requests for

information and operating the publication scheme)  | Website, contacting the ClerkHardcopy via post  | Free Printing plus posting cost  |
| Records management policies (records retention, destruction, and archive)  | Website, contacting the ClerkHardcopy via post  | Free Printing plus posting cost  |
| Data protection policies  | Website, contacting the ClerkHardcopy via post  | Free Printing plus posting cost  |
| **Class 6 – Lists and Registers** Any publicly available register or list  |  |
| Assets Register  | Website, contacting the ClerkHard copy via post  | Free Printing 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 ClerkHard copy via post  | Free Printing plus posting cost  |
| Register of members’ interests  | MDC Website, contacting the Clerk  | Free  |
| Register of gifts and hospitality  | N/A  | N/A |

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| **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  |
| Car Parking facilities  | Contacting the ClerkHardcopy via post  | FreePrinting plus posting cost |
| Seating, litter bins, and lighting  | Contacting the ClerkHardcopy via post  | FreePrinting plus posting cost |
| Bus shelters  | Contacting the ClerkHardcopy via post  | FreePrinting plus posting cost |

**Contact details: Parish Clerk, HBPC, PO Box 13224, Maldon, CM9 9FW**

**Tel: 07526 474604 / email: clerk@heybridgebasinpc.org.uk**

**SCHEDULE OF CHARGES**

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

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| **TYPE OF CHARGE**  | **DESCRIPTION**  | **BASIS OF CHARGE**  |
| **Disbursement cost**  | Printing @ 10p per sheet (black & white)  | Actual cost  |
|   | Postage  | Actual cost of Royal Mail standard 2nd class  |
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