**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 Clerk  Hardcopy via post | Free  Free  Printing 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 Clerk  Hardcopy 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 Clerk  Hardcopy via post | Free  Printing plus posting cost |
| Borrowing Approval letter | N/A | N/A |
| Financial Standing Orders and Regulations | Website  Hardcopy via post | Free  Printing plus posting cost |
| Grants given and received | Website, contacting the Clerk  Hardcopy via post | Free  Printing plus posting cost |

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| List of current contracts awarded and value of contract | Contacting the Clerk  Hardcopy 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 Clerk  Hardcopy via post | Free  Printing plus posting cost |
| Annual Report to Parish Meeting (current and previous year as a minimum) | Website  Hardcopy 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 Clerk  Hardcopy 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 Clerk  Hardcopy 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 Clerk  Hardcopy 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 Clerk  Hardcopy via post | Free  Printing plus posting cost |
| Records management policies (records retention, destruction, and archive) | Website, contacting the Clerk  Hardcopy via post | Free  Printing plus posting cost |
| Data protection policies | Website, contacting the Clerk  Hardcopy via post | Free  Printing plus posting cost |
| **Class 6 – Lists and Registers**  Any publicly available register or list | |  |
| Assets Register | Website, contacting the Clerk  Hard 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 Clerk  Hard 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 Clerk  Hardcopy via post | Free  Printing plus posting cost |
| Seating, litter bins, and lighting | Contacting the Clerk  Hardcopy via post | Free  Printing plus posting cost |
| Bus shelters | Contacting the Clerk  Hardcopy via post | Free  Printing 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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