

Information available from MOUNT BURES 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>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>From the Parish Clerk (01787 462339)</p> <p>Or the web site: www.mount-bures.co.uk/</p>	
Who's who on the Council and its Committees	As above	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	As above	
Location of main Council office and accessibility details	N/A	
Staffing structure	Part-time Clerk	
<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>	<p>From the Parish Clerk (01787 462339)</p>	<p>10 pence a sheet plus postage</p>
Annual return form and report by auditor	As above	as above

Finalised budget	Parish Clerk	10p. a sheet
Precept	As above	“
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Parish Clerk	10p. a sheet
Grants given and received	As above	
List of current contracts awarded and value of contract	N/A	
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)		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	See Annual Meeting Minutes – Parish Clerk or Web Site	10p. a 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	Minutes available from Parish Clerk or on the web site	10p. a sheet plus postage
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Notice Boards/Web Site	

Agendas of meetings (as above)	Notice Boards/Web Site	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	From the Parish Clerk or Web site	10p. a sheet plus postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	From the Parish Clerk	As above
Responses to consultation papers	As above	As above
Responses to planning applications	As above	As above
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		
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	From the Parish Clerk (01787 462339)	
Policies and procedures for the provision of services and about the employment	As above	

of staff: Internal policies relating to the delivery of services 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)		
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Parish Clerk	
Data protection policies	N/A	
Schedule of charges (for the publication of information)	Parish Clerk	
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)	N/A	
Assets Register	Parish Clerk	10p. a sheet plus postage
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)	Parish Clerk	As above
Register of members' interests	Parish Clerk	As above

Register of gifts and hospitality	Parish Clerk	As above
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		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Parish Clerk	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Parish Clerk	
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	

Contact details:

Parish Clerk: Mrs. Sheila Smith
5 Beech Grove
Sible Hedingham
Halstead Essex
CO9 3NZ

Phone: 01787 462339

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)	
	Photocopying sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	A charge will be made for significant time required	

- the actual cost incurred by the public authority

This publication scheme was adopted by Mount Bures Parish Council on 8th January 2009