



PUBLICATIONS SCHEME

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<p><i>Class 1 – Who we are and what we do</i> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	hard copy and/or web site	Free/10p per sheet
Who's who on the Council and its Committees	Website hard copy	Free/10p per sheet
Contact details for Parish Clerk and Council Members	Website hard copy	Free/10p per sheet
Location of main Council office and accessibility details	Website hard copy	Free/10p per sheet
Staffing Structure	Website hard copy	Free/10p per sheet
<p><i>Class 2 – What we spend and how we spend it</i> (Financial information relating to project and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	hard copy and/or website hard copy	Free/10p per sheet
Annual return form & report by Auditor	hard copy and/or website	Free/10p per sheet
Finalised budget	hard copy and/or website	Free/10p per sheet
Precept	hard copy and/or website	Free/10p per sheet
Financial Standing Orders and Regulations	hard copy and/or website	Free/10p per sheet
Grants given and received	hard copy	Free/10p per sheet
List of current contracts awarded and value of	hard copy	Free/10p

Clerk of the Council:

Mrs K Kuderovitch

Mrs K Kuderovitch, Springfields, Crows Lane, Woodham Ferrers Essex CM3 8RR

e-mail clerk@highwoodpc.org

Tel 01245 842935

contracts		per sheet
Member's allowances and expenses	No Members Allowances	Free/10p per sheet
Chairman's allowance	Hard copy	Free/10p per sheet
	Travel Expenses awarded & cost of training	Free/10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meetings (current and previous year as a minimum)	hard copy and/or website	£2.00 plus postage
Quality Status	hard copy and/or website	Free/10p per sheet
Class 4 – How we make decisions (Decision making process and records of decisions) Current and previous Council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	hard copy and/or website	Free/10p per sheet
Agendas of meetings	hard copy and/or website	Free/10p per sheet
Minutes of Meetings – excludes information that is properly regarded as private to the meeting	hard copy and/or website	Free/10p per sheet
Reports presented to Council Meetings – this will exclude information that is properly regarded as private to the meeting	hard copy	Free/10p per sheet
Responses to consultation papers	hard copy	Free/10p per sheet
Bye laws	hard copy	Free/10p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	hard copy and/or website	
Policies and procedures for the conduct of council business:	hard copy and/or website	

Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements Delegated Authority (Financial Regulations)	hard copy hard copy and/or website hard copy (by inspection only) hard copy/website	
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Freedom of Information Act 2000 procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Health and Safety Policy (not available as under 5 staff employed) Statement Child Protection Policy Recruitment Policies (not available –advert placed in local papers and EALC papers)	hard copy web site hard copy hard copy/web site hard copy/web site	10p per sheet 10p per sheet 10p per sheet Free/10p per sheet
Records management policies (records retention, destruction and archive)	Hard copy	
Data protection policies	Covered by Data Protection Act 1998	10p per sheet
Schedule of charges (for the publication of information)	Hard copy	10p per sheet
Information Security Policy	Paperwork watermarked Confidential	
Class 6 – Lists and Registers 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)		
Assets Register	Hard Copy (by Inspection Only)	
Register of members' interests	Hard Copy (by Inspection Only)	
Register of gifts and hospitality	Hard Copy (by Inspection Only)	
Class 7 – The services we offer (Information about the services we offer,	(hard copy or website; some information may only be	

including leaflets, guidance and newsletters produced for the public and businesses) Current information only	available by inspection)	
Parks, village greens, playing fields and recreational facilities (includes FoPF)	Hard Copy (by Inspection Only)	
Seating, litter bins, memorials and lighting	Hard Copy (by Inspection Only)	
Bus shelters, Winter Salt Scheme, Community Transport Scheme, Lunch Club Transport, Speedwatch, Traffic Advisory Committee, X-Reem (Youth)	Hard Copy (by Inspection Only)	
Fees/Rents	Web- Minutes – hard copy	Free/10p per sheet
The following Parish council does not have: (Burial Grounds, Markets, Public Conveniences, Agency Agreements)		

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CM3 8RR

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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)	Cost plus time
	Photocopying @ 20p per sheet (colour)	
Statutory Fee	Postage	Actual cost of Royal Mail standard 2nd class In accordance with the relevant legislation