

Information available from Ardleigh 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, where applicable)</p> <p>Current information only</p>		
<p>Who's who on the Council and its Committees (where applicable)</p>	<p>Hard Copy</p>	<p>Photocopying Costs*</p>
<p>Contact details for Parish Clerk and Council members</p>	<p>Hard Copy</p>	<p>Photocopying Costs*</p>
<p>Location of main Council office and accessibility details (where applicable)</p>	<p>Hard Copy</p>	<p>Photocopying Costs*</p>
<p>Staffing structure, where applicable</p>	<p>Hard Copy</p>	<p>Photocopying Costs*</p>
<p></p>		
<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, where applicable)</p> <p>Current and previous financial year as a minimum</p>		

Annual return form and report by auditor	Hard Copy	Photocopying Costs*
Finalised budget	Hard Copy	Photocopying Costs*
Precept	Hard Copy	Photocopying Costs*
Borrowing Approval letter (where applicable)	Hard Copy	Photocopying Costs*
Financial Standing Orders and Regulations	Hard Copy	Photocopying Costs*
Grants given and received	Hard Copy	Time Costs**
List of current contracts awarded and value of contract	Hard Copy	Time Costs**
Members' allowances and expenses	Hard Copy	Time Costs**
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan, where applicable (current and previous year as a minimum)	N/A	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy	Photocopying Costs*
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	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 (Council, any committee/sub-committee meetings, where applicable, and parish meetings)	Hard Copy	Photocopying Costs*
Agendas of meetings (as above)	Hard Copy	Photocopying Costs*
Minutes of meetings (as above). Available ONLY after the Council has approved them – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	Photocopying Costs*
Reports presented to council meetings. Available ONLY after the Council has approved them - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	Time Costs**
Responses to consultation papers	Hard Copy	Time Costs**
Responses to planning applications	Hard Copy	Time Costs**
Bye-laws	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	Hard Copy	Photocopying Costs*
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services	Hard Copy	Photocopying Costs*

<p>Equality and diversity policy (not currently available)</p> <p>Health and safety policy (not currently available)</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information (not currently available)</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>		
Information security policy	Not currently available	
Records management policies (records retention, destruction and archive)	Not currently available	
Data protection policies	Not currently available	
Schedule of charges (for the publication of information)	Hard Copy	Photocopying Costs*
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list	Inspection	Inspection Costs***
Assets Register	Hard Copy	Photocopying Costs*
Disclosure log	Inspection	Inspection Costs***
Register of Councillors' relevant business interests	Inspection	Inspection Costs***
Register of gifts and hospitality	Inspection	Inspection Costs***

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Allotments	N/A	N/A
Burial grounds and closed churchyards	Hard Copy	Photocopying Costs*
Village Hall	Hard Copy	Photocopying Costs*
Parks, play areas and recreation ground	Hard Copy	Photocopying Costs*
Seating, litter bins, clocks, memorials and lighting	Hard Copy	Photocopying Costs*
Bus shelters	Hard Copy	Photocopying Costs*
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Burial Fees	Hard Copy	Photocopying Costs*
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

Contact details: Mrs J Taylor, Clerk to Ardleigh Parish Council.
Tel/Fax:01206 797020 Email: ardleighpc@tiscali.co.uk

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 and/or printing at a rate of 12p per sheet (black & white) subject to a minimum charge of £2.00	Actual cost subject to a minimum charge of £2.00
	*Photocopying and/or printing at a rate of 15p per sheet (colour) subject to a minimum charge of £2.00	Actual cost subject to a minimum charge of £2.00
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other	**Time: £8.25 per hour, or part hour, subject to a minimum charge of £8.25	Actual cost subject to a minimum charge of £8.25
	***Inspection: Minimum charge of £5.00 payable in advance of viewing the information £5.00 for first 30 minutes, or part of 30 minutes and thereafter £5.00 for every further 30 minutes or part of 30 minutes, payable in advance of each period or part period of 30 minutes	Actual cost subject to a minimum charge of £5.00