

Information available from Marks Tey Parish Council under the model publication scheme

In line with Section 20 of the Freedom of Information Act 2000, the Information Commissioner has developed and approved a new Model Publication Scheme. At the Marks Tey Parish Council meeting of the 21st October 2013, the Parish Council adopted this without modification and passed a Resolution to this effect. The Publication Scheme document has subsequently been updated on 9 February 2017

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	This includes charges for paper, printing and time
	Photocopying @ 15p per sheet (colour)	As above but with additional charge for colour printing
	Postage	Actual cost of Royal Mail standard 2 nd class

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website Parish Clerk	Free See Schedule
Contact details for Parish Clerk and Council members	Website Parish Clerk	Free See Schedule
Location of main Council office and accessibility details	Website Parish Clerk	Free See Schedule
Staffing structure	Website Parish Clerk	Free See Schedule

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)		
Financial accounts	Website Parish Clerk	Free See Schedule
Annual return form and report by auditor	Website Parish Clerk	Free See Schedule
Finalised budget	Website Parish Clerk	Free See Schedule
Precept	Website Parish Clerk	Free See Schedule
Borrowing Approval letter	Parish Clerk	See Schedule
Financial Standing Orders and Regulations	Website Parish Clerk	Free See Schedule
Grants given and received	Parish Clerk	See Schedule
List of current contracts awarded and value of contract	Parish Clerk	See Schedule
Members' allowances and expenses	Parish Clerk	See Schedule
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 Meeting	Website Parish Clerk	Free See Schedule
Minutes of the Annual General Meeting	Website Parish Clerk	Free See Schedule
Quality status	Parish Clerk	See Schedule

Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Parish Clerk	Free See Schedule
Agendas of meetings (as above)	Website Parish Noticeboards * Parish Clerk	Free Free See Schedule
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Parish Clerk	Free See Schedule
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Parish Clerk	See Schedule
Responses to consultation papers	Parish Clerk	See Schedule
Responses to planning applications	Website Parish Clerk	Free See Schedule
Bye-laws	Website Parish Clerk	Free See Schedule
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	Parish Clerk	See Schedule

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 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)	Parish Clerk	See Schedule
Information security policy	Parish Clerk	See Schedule
Records management policies (records retention, destruction and archive)	Parish Clerk	See Schedule
Data protection policies	Parish Clerk	See Schedule
Schedule of charges for the publication of information	Website Parish Clerk	Free See Schedule
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list	Website Parish Clerk	Free See Schedule
Assets Register	Parish Clerk	See Schedule
Disclosure log	Parish Clerk	See schedule
Register of members' interests	Colchester Borough Council website Parish Clerk	Free See Schedule
Register of gifts and hospitality	Parish Clerk	See Schedule
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		
Community centres and village halls	Parish Clerk	See Schedule
Parks, playing fields and recreational facilities	Parish Clerk	See Schedule
Bus shelters	Parish Clerk	See Schedule

Seating, litter bins, clocks, memorials and lighting	Parish Clerk	See Schedule
Public conveniences	Parish Clerk	See Schedule

* Agendas of the Parish Council, Annual meetings and Committee meetings are sited on the Parish Noticeboards immediately prior to the date of the meeting and are taken down after the date of the meetings. For the archive of agendas and minutes please visit our website

Information can be obtained from:

Parish Clerk

Marks Tey Parish Hall

Old London Road

Marks Tey

Colchester

Essex

CO6 1EJ

Email: Parish.clerk@marksteyparish.org.uk

Tel: 01206 213250