Information available from Rayleigh Town Council under the model publication scheme Costs shown at end of form

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)	Hard Copy/Website	No Charge
This will be current information only		
N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	Hard Copy/Website	No Charge
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy/Website	No Charge
Location of main Council office and accessibility details	Hard Copy/Website	No Charge
Staffing structure	Hard Copy	No Charge
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)	Hard Copy	No Charge
Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard Copy	See charge below
Finalised budget	Hard Copy	See charge below

Precept	Hard Copy	See charge below
Borrowing Approval letter	Hard Copy	See charge below
Financial Standing Orders and Regulations	Hard Copy	See charge below
Grants given and received	Hard Copy	See charge below
List of current contracts awarded and value of contract	Hard Copy	See charge below
Members' allowances and expenses	Hard Copy	See charge below
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy	See charge below
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Town (current and previous year as a minimum)	Hard Copy/Website	No Charge
Quality status	Hard Copy	See charge below
Local charters drawn up in accordance with DCLG guidelines	Not applicable	See charge below
Class 4 – How we make decisions (Decision making processes and records of decisions)	Hard Copy/Website	See charge below
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy/Website	No Charge
Agendas of meetings (as above)	Hard Copy/Website	No Charge
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy/Website	No Charge
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy/Website	See charge below
Responses to consultation papers	Hard Copy	See charge below
Responses to planning applications	Hard Copy/Website	See charge below
Bye-laws	Hard Copy	See charge below

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Hard Copy	See charge below
Current information only		
Policies and procedures for the conduct of council business:	Hard Copy	See charge below
Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff:	Hard Copy	See charge below
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	Hard Copy	See charge below
Records management policies (records retention, destruction and archive)	Hard Copy	See charge below
Data protection policies	Hard Copy	See charge below
Schedule of charges)for the publication of information)	Hard Copy	See charge below
Class 6 – Lists and Registers	Hard Copy	See charge below
Currently maintained lists and registers only		

Any publicly available register or list	Hard Copy	See charge below
Assets Register	Hard Copy	See charge below
Disclosure log (indicating the information that has been provided in response to requests;	Hard Copy	See charge below
recommended as good practice, but may not be held by parish councils)		
Register of members' interests	Hard Copy	No Charge
Register of gifts and hospitality	Hard Copy	No Charge
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		
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Allotments Divide grounds and placed placed placed and placed pl	Hard Copy	See charge below
Burial grounds and closed churchyards	Not Applicable	
Community centres and village halls	Not Applicable	
Parks, playing fields and recreational facilities	Hard Copy	See charge below
Seating, litter bins, clocks, memorials and lighting	Hard Copy	See charge below
Bus shelters	Hard Copy	See charge below
Markets	Not Applicable	
Public conveniences	Hard Copy	See charge below
Agency agreements	Not Applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees	Hard Copy	See charge below
(e.g. burial fees)		
Additional Information	Hard Copy	See charge below
This will provide Councils with the opportunity to publish information that is not itemised in the		
lists above		

Contact details: Town Clerk: Kerry Cumberland tel 01268 741880
Rayleigh Town Council

The Pavilion

King George V Playing Field

Bull Lane Rayleigh Essex SS6 8JD

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION
Disbursement cost	Photocopying @ 10p per sheet (black & white)
	Admin and Postage will be added as applicable for over 10 pages