

Information available from *Epping Upland Parish Council* under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p><i>This will be current information only</i></p> <p><i>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</i></p>	(hard copy and/or website)	
<i>Who's who on the Council and its Committees</i>	Hard copy and website	10p per sheet + P&P
<i>Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))</i>	Hard copy and website	10p per sheet + P&P
<i>Location of main Council office and accessibility details</i>	Hard copy and website	10p per sheet + P&P
<i>Staffing structure</i>	N/A	
<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><i>Current and previous financial year as a minimum</i></p>	(hard copy and/or website)	
<i>Annual return form and report by auditor</i>	Hard copy	10p per sheet + P&P
<i>Finalised budget</i>	Hard copy	10p per sheet + P&P
<i>Precept</i>	Hard copy	10p per sheet + P&P
<i>Borrowing Approval letter</i>	N/A	
<i>Financial Standing Orders and Regulations</i>	Hard copy	10p per sheet + P&P
<i>Grants given and received</i>	N/A	
<i>List of current contracts awarded and value of contract</i>	N/A	
<i>Members' allowances and expenses</i>	N/A	

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Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>	<i>(hard copy or website)</i>	
<i>Community Plan (current and previous year as a minimum)</i>	N/A	
<i>Local charters drawn up in accordance with WAG, OVW & WLGA guidelines</i>	N/A	
Class 4 – How we make decisions <i>(Decision making processes and records of decisions)</i>	<i>(hard copy or website)</i>	
<i>Current and previous council year as a minimum</i>		
<i>Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)</i>	Hard copy and website	10p per sheet + P&P
<i>Agendas of meetings (as above)</i>	Hard copy and website	10p per sheet + P&P
<i>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</i>	Hard copy and website	10p per sheet + P&P
<i>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</i>	Hard copy and website	10p per sheet + P&P
<i>Responses to consultation papers</i>	Hard copy and website	10p per sheet + P&P
<i>Responses to planning applications</i>	Hard copy and website	10p per sheet + P&P
<i>Bye-laws</i>	N/A	
Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>	<i>(hard copy or website)</i>	
<i>Current information only</i>		

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<i>Policies and procedures for the conduct of council business:</i> <i>Procedural standing orders</i> <i>Committee and sub-committee terms of reference</i> <i>Delegated authority in respect of officers</i> <i>Code of Conduct</i> <i>Policy statements</i>	Hard copy	10p per sheet + P&P
<i>Policies and procedures for the provision of services and about the employment of staff:</i> <i>Internal policies relating to the delivery of services</i> <i>Equality and diversity policy</i> <i>Health and safety policy</i> <i>Recruitment policies (including current vacancies)</i> <i>Policies and procedures for handling requests for information</i> <i>Complaints procedures (including those covering requests for information and operating the publication scheme)</i>	Hard copy	10p per sheet + P&P
<i>Information security policy</i>	N/A	
<i>Records management policies (records retention, destruction and archive)</i>	Hard copy	10p per sheet + P&P
<i>Data protection policies</i>	N/A	
<i>Schedule of charges (for the publication of information)</i>	Hard copy or website	10p per sheet + P&P
Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i>	<i>(hard copy or website; some information may only be available by inspection)</i>	
<i>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</i>		
<i>Assets Register</i>	N/A	
<i>Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)</i>	N/A	

Information to be published	How the information can be obtained	Cost
<i>Register of members' interests</i>	Hard copy	10p per sheet + P&P
<i>Register of gifts and hospitality</i>	N/A	
<i>Class 7 – The services we offer</i> <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i> <i>Current information only</i>	<i>(hard copy or website; some information may only be available by inspection)</i>	
<i>Allotments</i>	Hard copy	10p per sheet + P&P
<i>Burial grounds and closed churchyards</i>	Hard copy	10p per sheet + P&P
<i>Community centres and village halls</i>	N/A	
<i>Parks, playing fields and recreational facilities</i>	Hard copy	10p per sheet + P&P
<i>Seating, litter bins, clocks, memorials and lighting</i>	Hard copy	10p per sheet + P&P
<i>Bus shelters</i>	Hard copy	10p per sheet + P&P
<i>Markets</i>	N/A	
<i>Public conveniences</i>	N/A	
<i>Agency agreements</i>	N/A	
<i>A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)</i>	Hard copy	10p per sheet + P&P
<i>Additional Information</i> <i>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</i>		
Burial Register	Hard copy	10p per sheet + P&P

Contact details:

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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)	Actual cost *
	Photocopying @ 150p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Resource for provision of information	In accordance with the relevant legislation (Freedom of Information Act 2000)
Other		

* the actual cost incurred by the public authority