

North Weald Bassett Parish Council Publication scheme

Information to be published	How the information can be obtained	Cost
Who we are and what we do		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members	Website	Free
Annual Report to Parish meeting (current and previous year)	Website	Free
What we spend and how we spend it		
Financial information relating to projected and actual income and expenditure.	F&GP Minutes, Website	Free
Annual return form and report by auditor	Website	Free
Budget / Precept information	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Hard copy	10p per A4 page
Accounts Summary	Website	Free
Members' allowances and expenses (currently there is no Members Remuneration Allowance)	Hard copy	10p per A4 page
Financial paperwork, other than that published on the website	Hard copy	10p per A4 page
VAT Records	Hard copy	10p per A4 page
How we make decisions		
Timetable of meetings (Council and Parish meetings)	Events Calendar, Website	Free
Minutes of meetings	Website	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per A4 page
Responses to consultation papers	Hard copy	10p per A4 page
Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities), including	Hard copy	10p per A4 page
<ul style="list-style-type: none"> Standing Orders - Made to regulate the Parish Councils business and proceedings. These may be varied or revoked. 	Or free via the website	Free

<ul style="list-style-type: none"> Financial Regulations - Set by the Council to control its financial dealings Publication Scheme - Required under the Freedom of Information Act Complaints Procedure Details of Land Ownership (requirement of Transparency Code 2015) Parish Council Constitution Environmental & Green Policy Equality Policy Health and Safety Policy Bullying and Harassment Policy Training Policy for Staff and Councillors Discipline & Grievance Policy Lone Working Policy Information Protection Policy Removable Media Policy Third Party Use of Council Resources Policy Information Incident Policy CCTV Policy Code of Conduct 		
Schedule of charges (for the publication of information)	Website	Free
Subject Access Request Form	Website	Free
Lists and Registers Currently maintained lists and registers only		
Register of members' interests	Website	Free
Asset Register	Hard Copy	10p per A4 page
Services we offer		
A summary of the services we offer, and for which the council is entitled to recover a fee, together with any fees.	Hard copy	10p per A4 page
Additional Information		
Certificates of Insurance	Hard copy	10p per A4 page/Free

*Existing electronic copies of information will be provided free of charge on request to the clerk if they are not readily available on the Parish Council's website, however a charge for the Clerks time may be made.

Contact details:

Susan Deluca

Clerk to the Council

clerk@northweald-pc.gov.uk

07572 507591

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION
Disbursement cost	Photocopying @ 10p per sheet (black & white)
	Postage – cost of Royal Mail, First class, guaranteed or recorded delivery, plus cost of envelope.
Clerks Time	£21.00/hour (based upon cost per hour and any associated salary related costs)