

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 <ul style="list-style-type: none"> • Standing Orders - Made to regulate the Parish Councils business and proceedings. These may be varied or revoked. | Hard copy Or free via the website | 10p per A4 page Free |

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| <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 • Business Plan 2016-2021 • 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 |
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| Additional Information | | |
| Certificates of Insurance | Hard copy | 10p per A4 page/Free |
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*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
01992 523825

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) |