

# Alphamstone & Lamarsh Parish Council

## Information available from the Parish Council under the Model Publication Scheme

*All information will be released subject to the Freedom of Information Act 2000 and the Data Protection Act 1988*

Information to be published	How the information can be obtained
<b>Class 1- Who We Are</b>	
Parish Councillor names and contact	Website
Contact details for the Parish Clerk	Website
<b>Class 2- What We Spend and How We Spend It</b>	
Latest Annual Return form and report by auditor.	Website
Approved Budget and Precept Document	Website
Financial Regulations	Website
Grants given and received.	Upon request
List of current contracts awarded and value of contract.	Upon request
Members Allowances and expenses	Upon request
<i>Previous years for all of the above</i>	<i>Upon request</i>
<b>Class 3- What Our Priorities Are and How We Are Doing</b>	
Annual Report	Website
<b>Class 4- How We Make Decisions</b>	
Meeting Dates	Website
Agendas of all meetings	Website
Minutes of meetings	Website
Reports presented to the Council meetings	Upon request
Responses to consultation papers	Upon request
Responses to planning applications	BDC* website
<b>Class 5- Our Policies and Procedures</b>	
Policies and procedures for the conduct of council business: <i>Current information only</i>	
Standing Orders	Website
Code of Conduct	Website
Privacy Notice	Website
Complaints Procedure	Website
Health and Safety Policy	Website
Data Protection Policy	Website
Subject Access Request Policy	Website
Retention of Documents Policy	Website
Operational and Financial Risk Assessment	Website
Schedule of Charges to the publication of information	This document ( <i>see below</i> )

<b>Class 6- Lists and Registers</b> <i>Current lists and registers only</i>	
Asset register	Website
Register of members interests	Website/BDC* website
Register of gifts and hospitality	On request
<b>Class 7- The Services we Offer</b>	
Street Cleaning	On request

<b>SCHEDULE OF CHARGES</b>	
Black and white photocopy	10p per A4 sheet 20p per A3 sheet
Colour photocopy	75p per A4 sheet 85p per A3 sheet
Postage and packing	Actual cost

*\*BDC: Braintree District Council*

**ENDS**

**Review Date by: September 2024**