

**Information available from Blackmore, Hook End & Wyatts Green Parish Council under the adopted scheme****Information****How the information can be obtained****1. Who we are and what we do:**

Organisational information and contacts:

See website, call or visit the office

[www.essexinfo.net/blackmore-hook-end-and-wyatts-green-parish-council](http://www.essexinfo.net/blackmore-hook-end-and-wyatts-green-parish-council)

Who's on the Parish Council/Committees:

Contact details:

See website, notice boards, call/visit the office

Parish Clerk: Susan Barnes

Tel: 01277-822421

Email: [clerkofblackmorepc@yahoo.co.uk](mailto:clerkofblackmorepc@yahoo.co.uk)

Chairman and Councillor contact details:

See website, notice boards or call/visit the office

Location of main office and accessibility:

Parish Office:

Tipps Cross Remembrance Hall, Blackmore Road, Hook End, Brentwood, Essex. CM15 0DT.

Wheelchair access available.

Staffing structure:

Parish Clerk

Responsible Financial Officer (RFO)

**2. What we spend and how we spend it:**

Current and previous financial year as a minimum

Annual Return form and report by auditor

Finalised budget

Precept

Financial Standing Orders and Regulations

Grants given and received

In office or published as required by legislation

In office or published as required by legislation

In office or published as required by legislation

In office

In office

**3. What our priorities are and how we are doing**

Annual Report to Parish or Community Meeting (current

And previous year as a minimum)

In office

**4. How we make decisions**

Timetable of meetings (Council, committee/sub-committee

Meetings and parish meetings)

Agendas of meetings (as above)

Minutes of meetings (as above) – (*This will exclude information**That is properly regarded as private to the meeting*)Reports presented to Council meetings – (*This will exclude**Information that is properly regarded as private to the meeting*)

Responses to consultation papers

Responses to planning applications

Bye-laws

On website, notice boards (monthly) and parish office

At meeting or issued in accordance with legislation

In office

In office

In office

In office

In office

**5. Our Policies and Procedures**

Policies and Procedures for the conduct of Council business:

Procedural Standing Orders

Committee and sub-committee terms of reference

Code of Conduct

Policies and Procedures about:

The employment of staff;

Policies and procedures for handling requests for information

Complaints Procedure

Information Security Policy

Available for inspection in office

Available for inspection in office

Adopted latest national code of conduct

NALC standards apply

Please contact the Clerk

In office

Key holders schedule in office

Records management policies (records retention, destruction and archive)	As per legislation
Data protection policies	As per legislation
Schedule of charges (for the publication of information)	See attached appendix 'schedule of charges' – held in office

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#### **6. Lists and Registers**

Allotment Tenants	Allotment register in office
Parish room/village hall rental bookings	Schedule in office
Assets Register	Available for inspection in office
Register of members interests	Available for inspection in office
Register of gifts and hospitality	Available for inspection in office

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#### **7. The services we offer:**

Role of the Parish Council and the Councillors	Available in the office
Allotments	Notice on notice boards and website
Community centres and village halls	On website and available in the office
Parks, Playing fields and recreational facilities	On website and in the office
A summary of services for which the Council is entitled to Recover a fee, together with those fees (e.g. allotments)	In office

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#### **Additional Information**

Parish Boundary	A4 map available from office
Grant Policy	Available for inspection in office
Footpaths	Map available for inspection in office

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#### **Contact Details:**

For information pertaining to any of the above please contact the Clerk.

**SCHEDULE OF CHARGES for the provision of information under the Parish Council's Publications Scheme**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement costs</b>	Photocopying @10p per A4 sheet (black and white) <i>Colour printing not currently available</i>	Actual cost
	Postage	Current cost of Royal Mail standard 2 <sup>nd</sup> class stamp
	Packaging	At actual cost per item
<b>Statutory fee</b>	As defined in legislation	As prescribed
<b>Other – labour</b>	Labour charges, by the hour @ £20/hr (based on overtime working)	Estimate of time to be agreed in advance of work

*Note:* Building plans may be viewed but not copied at the Parish office.

All enquiries to be dealt with at the office by appointment.