Information available from the Chignal Parish Council under the model publication scheme

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| **Information to be published** | **How the information can be obtained** | **Cost** |
| **Class1 - Who we are and what we do**  (Organisational information, structures, locations and contacts) | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Who’s who on the Council and its Committees | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Location of main Council office and accessibility details | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Staffing structure | www.essexinfo.net/thechignals/parish-council/ | FREE |
| **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)  Current and previous financial year as a minimum | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Annual return form and report by auditor | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Finalised budget | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Precept | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Financial Standing Orders and Regulations | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Grants given and received | www.essexinfo.net/thechignals/parish-council/ |  |
| **Class 3 – What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum |  |  |
| Parish Plan (current and previous year as a minimum) | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) |  |  |
| **Class 4 – How we make decisions**  (Decision making processes and records of decisions)  Current and previous council year as a minimum | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Agendas of meetings (as above) | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Responses to consultation papers | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Responses to planning applications | www.essexinfo.net/thechignals/parish-council/ | FREE |
| **Class 5 – Our policies and procedures**  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Policies and procedures for the conduct of council business:  Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services  Equality and diversity policy  Health and safety policy  Recruitment policies (including current vacancies)  Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme) | www.essexinfo.net/thechignals/parish-council/ www.essexinfo.net/thechignals/parish-council/ | FREE FREE |
| Information security policy | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Records management policies (records retention, destruction and archive) | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Data protection policies | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Schedule of charges (for the publication of information) | www.essexinfo.net/thechignals/parish-council/ | FREE |
| **Class 6 – Lists and Registers**  Currently maintained lists and registers only | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Assets register | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils) | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Register of members’ interests | www.essexinfo.net/thechignals/parish-council/ | FREE |
| Register of gifts and hospitality | www.essexinfo.net/thechignals/parish-council/ | FREE |
| **Class 7 – The services we offer** | (hard copy or website; some information may only be available by inspection) | FREE |
| Parks, playing fields and recreational facilities |  |  |

**Contact details:**

The Clerk to the Council

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Chelmsford

Essex

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Chignalpc@gmail.com

SCHEDULE OF CHARGES - This describes how the charges have been arrived at and should be published as part of the guide.

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ ..p per sheet (black & white) | Actual cost \* |
|  | Photocopying @ ..p per sheet (colour) | Actual cost |
|  |  |  |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
| **Statutory Fee** |  | In accordance with the relevant legislation (quote the actual statute) |

\* the actual cost incurred by the public authority