

**INFORMATION AVAILABLE FROM THE HENNY'S, MIDDLETON & TWINSTEAD PARISH COUNCIL  
UNDER THE MODEL PUBLICATION FREEDOM OF INFORMATION ACT SCHEME**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b><u>CLASS 1 – Who we are and what we do</u></b>		
Members of the Parish Council	Hard copy from the Clerk/website	25p per copy + postage Free on website
<b><u>CLASS 2 – What we spend and how we spend it</u></b>		
Annual statement of accounts produced at end of March – current and previous year	Hard copy from Clerk/website	25p per copy + postage Free on website
Budget and Precept forecast	Hard copy from Clerk	25p per copy + postage
Financial Standing Orders and Regulations	Hard copy from Clerk/website	25p per sheet + postage Free on website
Grants given and received	Hard copies from Clerk	25p per sheet + postage
<b><u>CLASS 3 – What our priorities are &amp; how we are doing</u></b>		
Annual Audit Statement and report by auditor	Hard copy from the Clerk/copy on noticeboard/website	£1.50/free on website
<b><u>CLASS 4 – How we make decisions</u></b>		
Council minutes (excluding information that is properly regarded as private to the meeting)	Hard copy from Clerk/website	25p per sheet + postage Free on website
Council agendas	Hard copy from Clerk/website	25p per sheet + postage Free on website
Reports presented to council meetings (excluding information that is properly regarded as private to the meeting)	Hard copy from Clerk	25p per sheet + postage
Responses to consultation papers	Hard copy from Clerk	25p per sheet + postage
Responses to planning applications	Hard copy from Clerk/Braintree District Council website	25p per sheet + postage
<b><u>CLASS 5 – Our policies and procedures</u></b>		
Procedural standing orders	Hard copy from Clerk/website	25p per sheet + postage Free on website
Schedule of charges for the publication of information	Hard copy from Clerk/copy on notice boards	25p per sheet + postage
Code of Conduct	Hard copy from Clerk	25p per sheet + postage
Members allowances and expenses	Not applicable	
Schedule of charges for the publication of information	Parish notice board	25p per sheet + postage
<b><u>CLASS 6 – Lists and Registers</u></b>		
Assets register	Hard copy from Clerk/website	25p per copy + postage Free on website
Register of members interests	Hard copy from Clerk/published on BDC website & link on Parish Council website	25p per sheet + postage Free on websites
Register of gifts and hospitality	To date no Cllrs have received gifts/hospitality	
<b><u>CLASS 7 – The services we offer</u></b>		
Agency agreements	Hard copy from Clerk	25p per sheet + postage

Small documents that can be sent via emails – no charge. Costs have been calculated to cover paper, envelopes, standard 2<sup>nd</sup> class post, photocopies at 25p per single page.

Costs of information available will rise with inflation but are correct at November 2016

**Contact details:**

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