



Wakes Colne Parish Council

YOUR PARISH COUNCIL WORKING FOR YOUR PARISH

Publication Scheme

The Freedom of Information Act 2000 provides members of the public with basic rights of access to certain types of information. The documents are often available through the Wakes Colne Parish Council website www.e-voice.org.uk/wakescolne/. Where hard copies are required there is a charge detailed on the table below, and the Wakes Colne Parish Council has 28 days to provide the relevant information.

Contact details:

Wakes Colne Parish Council
 Mrs D. Jacob (Parish Clerk & responsible Financial Officer)
 5 Crocklands
 Greenstead Green
 Halstead
 Essex
 CO9 1QY

Schedule of charges

Information to be published	How the information can be obtained	Cost (per side of A4)
Class 1 – Who we are and what we do (organisational Information, structures, locations and contacts)		
Councillors and its Committees	Website Hard Copy	FREE £5.00
Contact details of Clerk and Council members Diane Jacob – Parish Clerk parishclerk@wakescolne.org Tel: 07508787869 Monica Taylor chairperson@wakescolne.org	Website Hard Copy	FREE £5.00
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)		

Annual return form and report by auditor	Website Hard Copy	FREE £5.00
Finalised Budget	Hard Copy	£5.00
Precept	Hard Copy	£ 5.00
Financial Regulations	Website Hard Copy	FREE £5.00
Grants given and received	Hard Copy	£5.00
Class 3 – what our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual report	Website Hard Copy	FREE £5.00
Quality status	Hard Copy	£5.00
Class 4 – how we make decisions (decision making processes and records of decisions current and previous council year as a minimum)		
Timetable of meetings	Website Hard Copy	FREE £5.00
Agendas of meetings	Website Hard Copy	FREE £5.00
Minutes of meetings	Website Hard Copy	FREE £5.00
Class 5 – our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities)		
Standing Orders	Website	FREE
Code of Conduct	Website	FREE
Policy Statements	Website	FREE
Equality and Diversity Policy	Website	FREE
Complaints procedure	Website	FREE
Health and Safety Policy	Website	FREE

Data Protection Policy	Website	FREE
Grievance & Disciplinary Policy	Website	FREE
	Hard Copy	£5.00
Class 6 – lists and registers		
Assets Register	Hard Copy	£5.00
Register of member’s interests	Website	FREE
	Hard Copy	£5.00
Class 7 – the service we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses (if applicable))		
Allotments	Not applicable	£
Community Centres	Not applicable	£
Parks, Playing fields and recreational facilities	Not applicable	£
Litter bins	Not applicable	£

Re-adopted
 Date 10th May 2023
 Minute reference 23/090 Item 27
 SignedChairperson
 Review Date: May 2024