

## Information available from Danbury Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard-Copy	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard-Copy	Free 10p/sheet
Location of main Council office and accessibility details	Website Hard-Copy	Free 10p/sheet
Staffing structure	Website Hard-Copy	Free 10p/sheet
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)  Hard Copy	  10p/sheet

Annual return form and report by auditor	Hard Copy	10p/sheet
Finalised budget	Hard Copy	10p/sheet
Precept	Hard Copy	10p/sheet
Borrowing Approval letter	Hard Copy	10p/sheet
Financial Standing Orders and Regulations	Web Hard Copy	Free 10p/sheet
Grants given and received	Hard Copy	10p/sheet
List of current contracts awarded and value of contract	Hard Copy	10p/sheet
Members' allowances and expenses	No Members Allowance	
	Travel Expenses awarded and cost of training	10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum) Danbury Development Framework when available	Web Site Hard Copy	Free £5.00 plus £1.00 for postage
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web Site Hard Copy	Free Free
Quality status	Hard Copy for Re- accreditation when available	10p/sheet
Local charters drawn up in accordance with DCLG guidelines	Not at present	

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web Hard copy	Free 10p/copy
Agendas of meetings (as above)	Web Hard Copy	Free 10p/copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web Hard Copy	Free 10p/copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	10p/copy
Responses to consultation papers	Hard Copy	10p/copy
Responses to planning applications	CBC Web site or ECC Web site whichever applicable Hard Copy	Free 10p/copy
Byelaws	None entered into with Parish Council	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Code of Conduct</p> <p>Policy statements</p> <p>Delegated Authority (Financial Regulations)</p>	<p>Web site</p> <p>Hard Copy</p> <p>Web Site</p> <p>Hard Copy</p> <p>Chelmsford Borough Council</p> <p>Hard Copy (by inspection only)</p> <p>Web Page</p> <p>Hard Copy</p>	<p>Free</p> <p>10p/sheet</p> <p>Free</p> <p>10p/sheet</p> <p>Free</p> <p>10p/sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Equality and diversity policy</p> <p>Freedom of Information Act 200 procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> <p>Health and Safety Policy (not available as under 5 staff employed) Statement</p> <p>Recruitment Policies (not available –advert placed in local papers and EALC papers)</p>	<p>Hard Copy</p> <p>Web site</p> <p>Hard Copy</p> <p>Web Site</p> <p>Hard Copy</p> <p>Hard Copy</p>	<p>10p/sheet</p> <p>10p/sheet</p> <p>10p/sheet</p> <p>10p/sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard Copy</p>	<p>10p/sheet</p>

Data protection policies	Covered by Data Protection Act 1998 Register Entry as at 17.11.2005. Hard Copy	10p/sheet
Schedule of charges (for the publication of information)	Hard Copy (As per end of sheet0	10p/sheet
Information Security Policy	All paperwork on pink paper is private and confidential and is not released in the public domain.	
Disclosure Log (not used by Parish Council)		
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard Copy (by Inspection Only)	
Register of members' interests	Hard Copy (by Inspection only)	
Register of gifts and hospitality	Hard Copy (by Inspection only)	

<p><b>Class 7 – The services we offer</b>        (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Allotments</p>	<p>Hard Copy (by Inspection only)</p>	
<p>Community centres</p>	<p>Hard Copy (by Inspection only)</p>	
<p>Parks, playing fields and recreational facilities</p>	<p>Hard Copy (by Inspection only)</p>	
<p>Seating, litter bins, memorials and lighting</p>	<p>Hard Copy (by Inspection only)</p>	
<p>Bus shelters</p>	<p>Hard Copy (by Inspection only)</p>	
<p>Fees/Rents</p>	<p>Web - Minutes Hard Copy</p>	<p>Free 10p/sheet</p>
<p>The following Parish council does not have:</p>		
<p>(Burial Grounds, Markets, Public Conveniences, Agency Agreements)</p>		
<p><b>Additional Information</b>        This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

**Contact details:** Mrs Margaret Saunders  
 Clerk to Danbury Parish Council  
 Parish Office  
 Mayes Lane  
 Danbury Essex  
 CM3 4NJ  
 Website: [www.danbury-essex.gov.uk](http://www.danbury-essex.gov.uk)  
 Email: [parish.council@danbury-essex.gov.uk](mailto:parish.council@danbury-essex.gov.uk)  
 Telephone: 01245 225111

## SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Cost plus time.
	Photocopying @ ..p per sheet (colour)	No colour photocopying available.
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority