



Model Publication Scheme

Version Number	Date	Author	Notes
1.0	11 September 2008	M Saunders	
2.0	11 January 2021	M Harper	For review and agreement at Resources meeting 20 January 2021 for approval at PC meeting
2.0	27 January 2021	M Harper	For approval at PC meeting 30 Jan 2019 – minute ref 20/21.70.7.7

Information available from Danbury Parish Council under the publication scheme

Information to be published	How the information can be obtained
<p>Class1 - Who we are and what we do (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>	<p>Hard copy and Website or via Email if practicable</p>
<p>Who's who on the Council and its Committees</p>	
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	
<p>Location of main Council office and accessibility details</p>	
<p>Staffing structure</p>	
<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>Hard copy and Website or via Email if practicable</p>
<p>Annual return form and report by auditor</p>	
<p>Finalised budget</p>	
<p>Precept</p>	
<p>Borrowing Approval letter</p>	
<p>Financial Standing Orders and Regulations</p>	
<p>Grants given and received</p>	
<p>List of current contracts awarded and value of contract</p>	
<p>Members' allowances and expenses</p>	<p>No Members Allowance Travel Expenses and cost of training</p>

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy and Website or via Email if practicable
Parish Plan (current and previous year as a minimum) Danbury Development Framework when available	
Annual Report to Parish Meeting (current and previous year as a minimum)	
Quality status	
Local charters drawn up in accordance with DCLG guidelines	Not at present
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy and Website or via Email if practicable
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	
Agendas of meetings (as above)	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	
Responses to consultation papers	
Responses to planning applications	
Byelaws	None entered into with Parish Council
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy and Website or via Email if practicable
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements Delegated Authority (Financial Regulations) Records management policies (records retention, destruction and archive) Data protection policies	
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)	
Class 6 – Lists and Registers	
Currently maintained lists and registers only	Hard copy and Website or via Email if practicable (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	
Register of members' interests	
Register of gifts and hospitality	
Class 7 – The services we offer	Hard copy and Website or via Email if practicable (some information may only be available by inspection)
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Current information only	
Allotments	
Community centres	
Parks, playing fields and recreational facilities	
Seating, litter bins, memorials and lighting	
Bus shelters	
Fees/Rents	
The following Parish council does not have:	
(Burial Grounds, Markets, Public Conveniences, Agency Agreements)	

Contact details: **Ms Michelle Harper**, Clerk to Danbury Parish Council
 Parish Office
 Old School House
 Main Road
 Danbury
 Essex CM3 4NQ
 Website: www.danbury-essex.gov.uk
 Email: 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
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Cost plus time.
	Photocopying @ 15p per sheet (colour)	Cost plus time
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Outside of Parish	Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Danbury or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage	