

Information available from Great Baddow Parish Council under the Model Publication Scheme - January 2009

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)		
Who's who on the Council and its Committees	Available on the website, in the quarterly magazine and in hard copy by request to the Clerk	None
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Available in the quarterly magazine, on notice boards and in hard copy by request to the Clerk	None
Location of main Council office and accessibility details	Available on the website, in the quarterly magazine and on notice boards	None
Staffing structure	Available in hard copy on request to the Clerk	None
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	Available in hard copy on request to the Clerk	None
Finalised budget	Available in hard copy on request to the Clerk	Standard search, photocopying and postage charges
Precept	Available in hard copy on request to the Clerk	None

Financial Standing Orders and Regulations	Available in hard copy on request to the Clerk	Standard search, photocopying and postage charges
Grants given and received	Available in hard copy on request to the Clerk	None
List of current contracts awarded and value of contract	Available in hard copy on request to the Clerk	None
Members' allowances and expenses. Great Baddow Parish Council does not pay Member's Allowances and although available to claim, no expenses have been claimed for many years		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan. Great Baddow Parish Council does not have a Parish Plan		
Annual Report to Parish or Community Meeting	Available on the website or in hard copy on request to the Clerk	None
Quality Status	Available to view at the Parish Hall, 19 Maldon Road	None
Local charters drawn up in accordance with DCLG guidelines. There is currently no charter with Chelmsford Borough Council although a Concordat exists with Essex County Council		
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Available on the website, in the quarterly magazine or in hard copy on request to the Clerk	None
Agendas of meetings (as above)	Available on the noticeboards or in hard copy on request to the Clerk	None
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Available on the website or in hard copy on request to the Clerk. Council minutes are also available in the Public Library	First three copies free, then standard search, photocopying

		and postage charges
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Available in hard copy on request to the Clerk	Standard search, photocopying and postage charges
Responses to consultation papers	Available in hard copy on request to the Clerk	None
Responses to planning applications	Available on Chelmsford Borough Council's website and in hard copy on request to the Clerk	None
Bye-laws	Available in hard copy on request to the Clerk	Standard search, photocopying and postage charges
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
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	Available in hard copy on request to the Clerk	Standard search, photocopying and postage charges
Policies and procedures for the provision of services and about the employment of staff: Internal 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)	Available in hard copy on request to the Clerk	Standard search, photocopying and postage charges

Records management policies (records retention, destruction and archive)	Available in hard copy on request to the Clerk	None
Data protection policies	Available in hard copy on request to the Clerk	None
Schedule of charges (for the publication of information)	Available on the website and in hard copy on request to the Clerk	None
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Available to view at the Parish Council Office	None to view but they may attract other search and copying charges
Assets Register	Available to view at the Parish Council Office	None
Register of members' interests	Available to view at the Parish Council Office	None
Register of gifts and hospitality	Available to view at the Parish Council Office	None
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Available on the website or in hard copy on request to the Clerk	None
Burial grounds and closed churchyards	Available on the website or in hard copy on request to the Clerk	None
Community centres and village halls	Available on the website or in hard copy on request to the Clerk	None
Parks, playing fields and recreational facilities	Available on the website or in hard copy on request to the Clerk	None
Seating, litter bins, clocks, memorials and lighting	Available on the website or in hard copy on request to the Clerk	None
Bus shelters	Available on the website or in hard copy on request to the Clerk	None

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Available on the website or in hard copy on request to the Clerk	None
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

**The Clerk of the Council
Great Baddow Parish Council
19 Maldon Road
Great Baddow
Chelmsford
CM2 7DW**

01245 472937

info@greatbaddowparishcouncil.co.uk

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 @ 2p per sheet (black & white)	Actual cost *
	Postage	Actual cost* of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other	Search Fee £8.00 per hour	Staff costs

* the actual cost incurred by the public authority