

**Information available from Great Wakering Parish Council under the model publication scheme**  
**Costs shown at end of form**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<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)	See charge below
Who's who on the Council and its Committees	Hard Copy and/or Website	See charge below
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy and/or Website	See charge below
Location of main Council office and accessibility details	Hard Copy and/or Website	See charge below
Staffing structure	Hard Copy	See charge below
<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)	See charge below
Annual return form and report by auditor	Hard Copy	See charge below
Finalised budget	Hard Copy	See charge below
Precept	Hard Copy	See charge below
Borrowing Approval letter	Non Current	

Financial Standing Orders and Regulations	Hard Copy	See charge below
Grants given and received	Hard Copy	See charge below
List of current contracts awarded and value of contract	Hard Copy	See charge below
Members' allowances and expenses	Hard Copy	See charge below
<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)	None	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy	See charge below
Quality status	Hard Copy	See charge below
Local charters drawn up in accordance with DCLG guidelines	None	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy and/or Website	See charge below
Agendas of meetings (as above)	Hard Copy	See charge below
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy and/or Website	See charge below
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	See charge below
Responses to consultation papers	Hard Copy	See charge below
Responses to planning applications	Hard Copy	See charge below
Bye-laws	None	

<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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Hard Copy None None Hard Copy Hard Copy</p>	See charge below
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>None None Contact Clerk None None Contact Clerk</p>	See charge below
Information security policy	None	See charge below
Records management policies (records retention, destruction and archive)	Hard Copy	See charge below
Data protection policies	None	See charge below
Schedule of charges )for the publication of information)	Hard Copy and/or Website	See charge below
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	(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)	None	See charge below
Assets Register	Hard Copy	See charge below
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	None	See charge below
Register of members' interests	Hard Copy	See charge below
Register of gifts and hospitality	None	See charge below
<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)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Contact Clerk	See charge below
Burial grounds and closed churchyards	Contact Clerk	See charge below
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Contact Clerk	See charge below
Bus shelters	N/a	
Markets	None	
Public conveniences	None	
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy and/or Website	See charge below
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**  
**Clerk to the Council**  
**Great Wakering Parish Council**  
**Council Offices**  
**Little Wakering Hall Lane**  
**Great Wakering**  
**Essex SS3 0HH**  
**Tele/Fax 01702 219343**  
**Email: enquiries@greatwakering-pc.gov.uk**  
**Web site: www.greatwakering-pc.gov.uk**

**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	
<b>Disbursement cost</b>	Photocopying @ 10.p per sheet (black & white)	
	Photocopying @ 15.p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class