

Information available from Edwardstone Parish Council under the model publication scheme adopted 15 September 2014		
Information to be published	How the information can be obtained	Cost
<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>		Class 1 50p per A4 sheet (black & white)
Who's who on the Council and its Committees	Box River News Hard copy/website/e mail via clerk	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Box River News Hard copy/website/e mail	
Location of main Council office and accessibility details	Box River News Hard copy/website/e mail	
Staffing structure	Hard copy/email	
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and</p>	Hard copy/email	Class 1 50p per A4 sheet (black & white)

expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy/email	
Finalised budget	Hard copy/email	
Precept	Hard copy/email	
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Hard copy/email	
Grants given and received	Hard copy/email/Minutes	
List of current contracts awarded and value of contract	Hard copy/email	
Members' allowances and expenses	Hard copy/email	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		Class 3 50p per A4 sheet (black & white)
Parish Plan (current and previous year as a minimum)	n/a	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy/email	
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	Class 4 50p per A4 sheet (black & white)

Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Box River News Hard copy/noticeboard/email	
Agendas of meetings (as above)	Hard copy/noticeboard/email	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy/noticeboard/email	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy/email	
Responses to consultation papers	Hard copy/email	
Responses to planning applications	Hard copy/email	
Bye-laws	Hard copy/email	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		Class 5 50p per A4 sheet (black & white)
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	Hard copy/email	
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies	Hard copy/email	

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)		
Information security policy	Hard copy/email	
Records management policies (records retention, destruction and archive)	Hard copy/email	
Data protection policies	Hard copy/email	
Schedule of charges (for the publication of information)	Hard copy/email	
Class 6 – Lists and Registers Currently maintained lists and registers only	(some information may only be available by inspection)	Class 6 50p per A4 sheet (black & white)
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	
Assets register	Hard copy/email	
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)	n/a	
Register of members' interests	Hard copy/email	
Register of gifts and hospitality	Hard copy/email	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(some information may only be available by inspection)	Class 7 50p per A4 sheet (black & white)

Current information only		
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	Hard copy	
Parks, playing fields and recreational facilities	Hard copy	
Seating, litter bins, clocks, memorials and lighting	Hard copy	
Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Mrs Anita Robinson, Clerk to the Council
 Logan Cottage, Groton Street, Groton, Sudbury CO10 5EE
 Tel: 01787 211673
 Email: clerk.edwardstone@btinternet.com

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 50p per sheet (black & white)	Actual cost to council
	Photocopying @ £1 per sheet (colour)	Actual cost to council
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

