

## Information available from **Great Chesterford Parish Council** under the model publication scheme

Information to be published	How the information can be obtained <b>Via the Parish Clerk</b>	Cost 5p per b/w side, 10p per colour side copied
<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>	<p>Request directly from Parish Clerk, see notice board, the Broadsheet, or view the village website <a href="http://www.chesterford.info">www.chesterford.info</a></p>	
<p>Who's who on the Council and its Committees</p>	<p>See notice board, the Broadsheet, or view the village website</p>	
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>All initial contact to be via the PARISH CLERK Alan Cattley, 5 South Street Great Chesterford, Saffron Walden, Essex CB10 1NW Tel: 01799 531265 Email: <a href="mailto:clerk@chesterfords.info">clerk@chesterfords.info</a></p>	
<p>Location of main Council office and accessibility details</p>	<p>N/A</p>	
<p>Staffing structure</p>	<p>Paid staff is Clerk/Webmaster only</p>	
<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>	<p>Request via the Parish Clerk</p>	

Annual return form and report by auditor	Request via the Parish Clerk
Finalised budget	
Precept	
Borrowing Approval letter	
Financial Standing Orders and Regulations	
Grants given and received	
List of current contracts awarded and value of contract	
Members allowances and expenses	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Request via the Parish Clerk or see minutes published on the website
Parish Plan (current and previous year as a minimum)	There is no Parish Plan
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	
Quality status	
Local charters drawn up in accordance with DCLG guidelines	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	Decisions are taken at meetings and recorded in the minutes. Minutes are available via the Parish Clerk or from the village website
Current and previous council year as a minimum	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Via the Parish Clerk or from the village website. Agendas are also posted on the village notice board. Dates of meetings are also published in the Broadsheet which is delivered to all properties.
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	Via the Parish Clerk
Responses to planning applications	
Bye-laws	
<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>	Via the Parish Clerk
<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>	Via the Parish Clerk
<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>	Via the Parish Clerk

Information security policy	Via the Parish Clerk
Records management policies (records retention, destruction and archive)	
Data protection policies	
Schedule of charges )for the publication of information)	
<b>Class 6 – Lists and Registers</b>	(some information may only be available by inspection)
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)	N/A
<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)	(some information may only be available by inspection)
Current information only	
Allotments	N/A
Burial grounds and closed churchyards	
Community centres and village halls	
Parks, playing fields and recreational facilities	Via the Parish Clerk
Seating, litter bins, clocks, memorials and lighting	
Bus shelters	
Markets	N/A
Public conveniences	
Agency agreements	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None

