

Hatfield Peverel Parish Council's Publication Scheme

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
Class 1 – Who we are and what we do		
Who is on the Council and its Committees	Website, newsletter and noticeboards Hard copy from Parish Council office	Free 30p per sheet
Contact details for the Parish Clerk and Council members	Website, newsletter and noticeboards Hard copy from Parish Council office	Free 30p per sheet
Location of Council office	Website, newsletter and noticeboards	Free
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Website Hard copy from Parish Council office	Free 30p per sheet
Finalised budget	Website Hard copy from Parish Council office	Free 30p per sheet
Precept	Website Hard copy from Parish Council office	Free 30p per sheet
Financial Regulations	Website Hard copy from Parish Council office	Free 30p per sheet
Grants given and received	Website Hard copy from Parish Council office	Free 30p per sheet
Class 3 – What our priorities are and how we are doing		
Parish Action Plan	Website Hard copy from Parish Council office	Free 30p per sheet
Annual Report to Parish Meeting	Website Hard copy from Parish Council office	Free 30p per sheet
Class 4 – How we make decisions		
Timetable of meetings	Website, newsletter and noticeboards Hard copy from Parish Council office	Free 30p per sheet
Agendas of meetings	Website and noticeboards Hard copy from Parish Council office	Free 30p per sheet

Minutes of meetings	Website and library Hard copy from Parish Council office	Free 30p per sheet
Reports presented to council meetings – this will exclude information that is properly regarded as private to the meeting	Website Hard copy from Parish Council office	Free 30p per sheet
Responses to consultation papers	Website Hard copy from Parish Council office	Free 30p per sheet
Responses to planning applications	Braintree District Council website Hard copy from Parish Council office	Free 30p per sheet
Bye-laws	Noticeboard Hard copy from Parish Council office	Free 30p per sheet
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of Council business	Website Hard copy from Parish Council office	Free 30p per sheet
Standing Orders	Website Hard copy from Parish Council office	Free 30p per sheet
Committee terms of reference	Website Hard copy from Parish Council office	Free 30p per sheet
Code of Conduct	Website Hard copy from Parish Council office	Free 30p per sheet
Policies and procedures for the provision of services and about the employment of staff, including: Equality and Diversity policy Health and Safety policy Grievance procedures Policy and procedures for handling requests for information	Website Hard copy from Parish Council office	Free 30p per sheet
Records management and data protection policies	Website Hard copy from Parish Council office	Free 30p per sheet
Class 6 – Lists and Registers		
Assets register	Website Hard copy from Parish Council office	Free 30p per sheet
Register of members' interests	Website (with link to Braintree District Council's website)	Free

	Hard copy from Parish Council office	30p per sheet
Class 7 – The services we offer		
Burial ground and fees	Website Hard copy from Parish Council office	Free 30p per sheet
Parks, playing fields and recreational facilities	Website Hard copy from Parish Council office	Free 30p per sheet
Seating, litter bins and lighting	Website Hard copy from Parish Council office	Free 30p per sheet
Additional information		
Council newsletter – The Review	Website, library and delivered to all homes in Hatfield Peverel	Free
To request hard copies of the above named documents, please contact: Sarah Gaeta Parish Clerk Parish Council Office Village Hall Maldon Road Hatfield Peverel Essex CM3 2HP 01245 382865 parishclerk@hatfieldpeverelpc.com We aim to deal with all written requests for information promptly. However, under the legislation you should allow up to 20 working days for the response, counting the first working day after the request is received as the first day. Postage will be charged at the actual cost of Royal Mail standard 2nd class.		The basis of charges is the actual cost incurred by the council for black and white photocopying.