



INFORMATION AVAILABLE FROM STANWAY PARISH COUNCIL UNDER THE “MODEL PUBLICATION SCHEME”

| INFORMATION TO BE PUBLISHED | HOW THE INFORMATION CAN BE OBTAINED | THE COST FOR PROVIDING THE INFORMATION |
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| Class 1 – Who we are and what we do <i>Organisational information, structures, locations and contacts (current information only)</i> | Available at nil cost from www.stanwaypc.org.uk (specific pages indicated) | Photocopying @2p per sheet (b&w) or 8p (colour) + 2 nd Class Postage |
| Who’s who on the Council and its Committees | About the Council/Councillors | Nil |
| Contact details for the Parish Staff and Council Members | About the Council/The Council | Nil |
| Location of the Council Office and accessibility details | About the Council/Contact Us | Nil |
| Staffing Structure | About the Council/Our Committees and Staff | Nil |
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| Class 2 – What we spend and how we spend it <i>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit - Current and previous financial year as a minimum</i> | | Photocopying @2p per sheet (b&w) or 8p (colour) + 2 nd Class Postage |
| | | |
| Annual return form and report by auditor | About the Council/Finance | Nil |
| Finalised budget | About the Council/Finance | Nil |
| Precept | About the Council/Finance | Nil |
| Borrowing Approval letter | N/A | Copying cost as above |
| Financial Standing Orders/Regulations | About the Council/Finance | Nil |
| Grants given | Community/Community Grants | Nil |
| Grants received | About the Council/Finance | Nil |
| List of current contracts and value of contract | To be added | Nil |
| Members’ allowances and expenses | Hard copy upon request | Copying cost as above |
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| Class 3 – What our priorities are and how we are doing <i>Strategies and plans, performance indicators, audits, inspections and reviews</i> | | Photocopying @2p per sheet (b&w) or 8p (colour) + 2 nd Class Postage |
| Parish Plan (current and previous year as a minimum) | To be added | Nil |
| Annual Report to Parish Meeting (current and previous year as a minimum) | To be added | Nil |
| Quality Status (if applicable) | N/A | |
| Project Lists | About the Council/The Council | Nil |
| Quarterly Audits | About the Council/Finance | Nil |

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| Class 4 – How we make decisions <i>Decision-making processes and records of decisions</i> | www.stanwaypc.org.uk (specific pages indicated) | Photocopying @2p per sheet (b&w) or 8p (colour) + 2 nd Class Postage |
| Timetable of Meetings (Full Council, Committees, Sub-Committees and Parish Meeting) | About the Council/Meetings | Nil |
| Agendas of all meetings | About the Council/Meetings | Nil |
| Minutes of all meetings | About the Council/Meetings | Nil |
| Reports presented to council meetings | About the Council/Meetings | Nil |
| Responses to consultation papers | About the Council/Meetings | Nil |
| Responses to planning applications (prior month) – earlier months on request | Planning Applications | Nil |
| Bye-laws | N/A | |
| Class 5 - Our policies and procedures <i>Current printed protocols, policies and procedures for delivering our services and responsibilities</i> | www.stanwaypc.org.uk (specific pages indicated) | Photocopying @2p per sheet (b&w) or 8p (colour) + 2 nd Class Postage |
| <i>Policies and procedures for the conduct of Council business</i> | | |
| Standing Orders | About the Council/The Council | Nil |
| Committee and Sub-Committee Terms of Reference | About the Council/Our Committees and Staff | Nil |
| Delegated Authorities in respect of officers | About the Council/Finance/ Financial Regulations | Nil |
| Code of Conduct | About the Council/Councillors | Nil |
| Policy Statements | About the Council | Nil |
| Video-Conferencing Protocols | About the Council/The Council | Nil |
| <i>Policies and procedures for the conduct of council business and employment of staff</i> | | |
| Equality and Diversity Policy | Hardcopy on request | Copying cost as above |
| Health and Safety Policy | Hardcopy on request | Copying cost as above |
| Recruitment Policy (including current vacancies) | Hardcopy on request | Copying cost as above |
| Freedom of Information Policy | About the Council/Access to Information | Nil |
| Complaints Procedures | About the Council/The Council | Nil |
| Information Security Policy | Hardcopy on request | Copying cost as above |
| Records Management Policy (records retention, destruction and archive) | Hardcopy on request | Copying cost as above |
| Data Protection / Privacy Policy | At the foot of the home page | Nil |
| Accessibility Policy | At the foot of the home page | Nil |
| Publication – schedule of charges | At the end of this schedule | N/A |
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| Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i> | www.stanwaypc.org.uk (specific pages indicated) | Photocopying @2p per sheet (b&w) or 8p (colour) + 2 nd Class Postage |
| Any publicly available register or list (<i>if any held</i>) | | |
| Assets Register | About the Council/Finance | Nil |
| Disclosure Log | Not held | |
| Register of Members' Interests | About the Council/Councillors | Nil |
| Register of gifts and hospitality | | |
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| Class 7 – The Services we offer currently | www.stanwaypc.org.uk (specific pages indicated) | Photocopying @2p per sheet (b&w) or 8p (colour) + 2 nd Class Postage |
| Allotments | Provided by Colchester BC | N/A |
| Burial Grounds and closed churchyards | Community/Comb Meadow Burial Ground | Nil |
| Community Centres and Village Halls | Managed by Stanway Village Hall Management Committee (independent body) | N/A |
| Parks, playing fields and recreational facilities | About the Council/The Council | Nil |
| Seating, litter bins, clocks, memorials and lighting | About the Council/Finance/Asset and Property Lists | Nil |
| Bus shelters | About the Council/Finance/Asset and Property Lists | Nil |
| Markets | N/A | |
| Agency agreements | N/A | |
| Summary of services for which the Council is entitled to recover a fee, together with those fees | Community/Comb Meadow Burial Ground | Nil |
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| Additional Information | | |
| Copies of correspondence sent by the Parish Council regarding local campaigns (where applicable) | Hardcopy on request | Photocopying @2p per sheet (b&w) or 8p (colour) + 2 nd Class Postage |
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SCHEDULE OF CHARGES

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|-------------------------------------|-----------------|
| Disbursement Cost | Photocopying @2p per sheet (b&w) | Actual Cost |
| | Photocopying @8p per sheet (colour) | Actual Cost |
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| | Postage 2 nd Class | Actual Cost |
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| Statutory Fee | N/A | |
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| Other | N/A | |
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