

Information available from Doddinghurst Parish Council under the adopted model publication scheme

Information	How the information can be obtained
Class 1 - Who we are and what we do (organisational information, structures, locations and contacts)	SEE WEBSITE www.doddinghurst-pc.gov.uk or call in office
Who's who on the Council and its Committees	SEE WEBSITE - or call in office
Contact details for Parish Clerk and Council members	Parish Clerk: Roger Blake Deputy Clerk: Deborah Tonkiss tel: 01277 824245 email: clerk@doddinghurst-pc.gov.uk For Councillor contact details see website
Location of main Council office and accessibility	Parish Office (adj. Village Hall, Church Lane Doddinghurst, Brentwood CM15 0NW (Access for wheelchairs by arrangement)
Staffing structure	Clerk, Deputy Clerk plus 2 auxilliary staff
Class 2 - What we spend and how we spend it	
Current and previous financial year as a minimum	
Annual return form and report by auditor	In office or published as required by legislation
Finalised budget	In office or published as required by legislation
Precept	In office or published as required by legislation
Financial Standing Orders and Regulations	In office
Grants given and received	In office
Class 3 - What our priorities are and how we are doing	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	In office or published in accordance with quality status
Quality status	Portfolio available for inspection in office

Class 4 - How we make decisions	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Available for inspection in office
Agendas of meetings (as above)	At meeting or issued in accordance with legislation
Minutes of meetings (as above) - nb This will exclude information that is properly regarded as private to the meeting	In office
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting	In office
Responses to consultation papers	In office
Responses to planning applications	In office
Bye-laws	In office
Class 5 - Our policies and procedures	
Policies and procedures for the conduct of council business:	
Procedural standing orders	Available for inspection in office
Committee and sub-committee terms of reference	Available for inspection in office
Code of Conduct	Adopted latest national code of conduct
Policies and procedures about:	
the employment of staff;	NALC standards apply
Health and safety policy.	H&S trained and certificated staff
Policies and procedures for handling requests for information	see freedom of information publication scheme
Complaints procedures	In office
Information security policy	Key holders schedule in office
Records management policies (records retention, destruction and archive)	As per legislation
Data protection policies	As per legislation
Schedule of charges (for the publication of information)	see this document, held in office

Class 6 - Lists and Registers	
Allotment Tenants	Allotment register in office
Burial Ground	Register of Burials and Cremations in office
Parish Room rental bookings	Schedule of Parish Room rentals & keyholders
Assets Register	Available for inspection in office
Register of members' interests	Available for inspection in office
Register of gifts and hospitality	Available for inspection in office

Class 7- The services we offer:	
Role of the Parish Council and Councillors	Leaflets from office and on Website
Allotments	Notice on site and on website and in office
Burial grounds and closed churchyards	On burial ground notice board/ PC website and in office
Community centres and village halls i.e. Parish Room	On website and in office
Parks, playing fields and recreational facilities	On website and in office
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	In office
Additional Information	
Parish Boundary	A4 Map available from office
Grant Policy	Available for inspection in office
Footpaths	Definitive maps held in Parish Office

Contact details:

For information pertaining to any of the above please contact the Clerk.

SCHEDULE OF CHARGES for the provision of information under the Parish Council's publication scheme.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per A4 sheet (black and white)*	Actual cost
	Printing (if possible) @ 50p per A4 sheet in colour*	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
	Laminating - A4 or smaller	50p per sheet
	Packaging - per item	At actual cost + £1 handling fee
Statutory Fee	As defined in legislation	As prescribed
Other - Labour	Labour charges, by the hour @ £20/hr	Estimate of time to be agreed
	(based on overtime working)	in advance of work.

*the actual cost incurred @ 2008 prices & subject to amendment/ annual review

Note: Building plans may be viewed (but not copied) at the Parish Council office by appointment.