



Pebmarsh Parish Council



Information available from Pebmarsh Parish Council under the Model Publication Scheme

All information will be released subject to the Freedom of Information Act 2000 and Data Protection Legislation

Information to be published	How the information can be obtained
Class 1- Who We Are	
Parish Councillor names and contact	Website
Contact details for the Parish Clerk	Website
Class 2- What We Spend and How We Spend It	
Latest Annual Return form and report by auditor.	Website
Finalised budget	Website
Precept	Website
Financial Regulations	Website
Grants given and received.	Upon request
List of current contracts awarded and value of contract.	Upon request
Members Allowances and expenses	Upon request
<i>Previous years for all of the above</i>	<i>Upon request</i>
Class 3- What Our Priorities Are and How We Are Doing	
Annual Report to Parish Assembly	Upon request
Class 4- How We Make Decisions	
Meeting Dates	Website
Agendas of all meetings	Website
Minutes of meetings	Website
Reports presented to the Council meetings	Upon request
Responses to consultation papers	Upon request
Responses to planning applications	BDC* website
Class 5- Our Policies and Procedures	
Policies and procedures for the conduct of council business: <i>Current information only</i>	
Standing Orders	Website
Code of Conduct	Website
Complaints Procedure	Website
Records Management Policy	Website
Data Protection Policy	Website
Schedule of Charges to the publication of information	This document (<i>see below</i>)

Class 6- Lists and Registers	
<i>Current lists and registers only</i>	
Assets register	Website
Register of members interests	Website/BDC* website
Register of gifts and hospitality	On request
Operational and Financial Risk Assessment	Website
Class 7- The Services we Offer	
Recreational facilities	On request
Seating, litter bins, memorials and lighting	On request
Bus shelters	On request

SCHEDULE OF CHARGES	
Black and white photocopy	10p per A4 sheet 20p per A3 sheet
Colour photocopy	75p per A4 sheet 85p per A3 sheet
Postage and packing	Actual cost

**BDC: Braintree District Council*

POLICY APPROVED	27 September 2017
REVIEW DUE	September 2019