

Information available from Trimley St Martin Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (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>	(hard copy or website)	Free
Who's who on the Council and its Committees		
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))		Free
Location of main Council office and accessibility details		Free
Staffing structure		Free
<p>Class 2 – What we spend and how we spend it (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>	(hard copy or website)	Free
Annual return form and report by auditor		Free

Finalised budget		Free
Precept		Free
Borrowing Approval letter		Free
Financial Standing Orders and Regulations		Free
Grants given and received		Free
List of current contracts awarded and value of contract		Free
Members' allowances and expenses		Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	Free
Parish Plan (current and previous year as a minimum)		Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		Free
Quality status		Free
Local charters drawn up in accordance with DCLG guidelines		Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	Free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)		Free
Agendas of meetings (as above)		Free

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.		Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.		Free
Responses to consultation papers		Free
Responses to planning applications		Free
Bye-laws		N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	Free
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		Free
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)		Free

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy		Free
Records management policies (records retention, destruction and archive)		Free
Data protection policies		Free
Schedule of charges (for the publication of information)		Free
		Free
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	Free
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)		Free
Assets register		Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)		Free
Register of members' interests		Free
Register of gifts and hospitality		Free
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	Free
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments		N/A

Burial grounds and closed churchyards		N/A
Community centres and village halls		N/A
Parks, playing fields and recreational facilities		N/A
Seating, litter bins, clocks, memorials and lighting		Free
Bus shelters		Free
Markets		N/A
Public conveniences		N/A
Agency agreements		Free
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		Free

Contact details:

The Parish Clerk
25 Ebenezer Close
Witham
CM8 2HX