

MUCH HADHAM PARISH COUNCIL

INFORMATION AVAILABLE UNDER FOI PUBLICATION SCHEME

Website: www.muchhadhamparishcouncil.co.uk Email: info@muchhadhamparishcouncil.co.uk

Information published	Where it can be obtained (always available from the Clerk)	Hard Copy Cost
Class 1 - Who we are and what we do		where available 15p per A4 page
Who's who on the Council	Website	
Contact details of Clerk and Council members	Website	
Location and accessibility of Council Office	N/a – no office	
Staffing structure	N/a – no staff other than Clerk	
Class 2 - What we spend and how we spend it		
Annual Return form and report by Auditor	Website or Clerk	
Finalised budget	Website or Clerk	
Precept	January Minutes – website or Clerk	
Borrowing Approval Letter	Clerk	
Financial Regulations	Website or Clerk	
Grants given and received	Clerk and also reported in minutes available on website	
List of current contracts and value	Clerk	
Members allowances and expenses	N/a – none paid	
Class 3 - What are our priorities and how are we doing		
Parish Plan	No plan developed	
Annual report to Parish Meeting	May Annual Meeting – website or Clerk	
Quality Status	N/a	
Local Charters under DCLG guidelines	N/a	
Class 4 - How we make decisions		
Timetable of meetings	Website	
Agenda of meetings	Website and noticeboard	
Minutes of meetings	Website or Clerk	
Reports presented to council meetings	Clerk	
Responses to Consultation papers	Clerk	
Responses to Planning Applications	Minutes – website	
Bye-Laws	Website	

Class 5 - Our policies and procedures		where available 15p per A4 page
Council business: Procedural Standing Orders	Website or Clerk	
Committee terms of reference	Website or Clerk	
Delegated authority in respect of officers	See Standing Orders	
Code of Conduct	Website or Clerk	
Policy Statements	Website or Clerk	
Internal policy relating to delivery of services: Equality opportunities policy	Being developed	
Health & Safety policy	Being developed	
Freedom of Information policy	Website or Clerk	
Complaints procedure	Website or Clerk	
Document retention policy	Website or Clerk	
Data protection policy and information security policy	Being developed	
Class 6 - Lists and Registers		
Asset register	Clerk	
Register of Member's Interests	Website or Clerk	
Register of gifts and hospitality	Clerk	
List of Planning Applications	Recent: website or Clerk	
Class 7 - Services we offer		
Burial Ground	Website or Clerk	
Recreation Ground	Website or Clerk	
Pavilion	Website or Clerk	
Bus shelter, seating, litter bins	Clerk	
Additional Information		
None	N/a	

This statement will be reviewed annually to ensure remains current.