

Kelvedon Parish Council

Information available from Kelvedon Parish Council under the Model Publication Scheme

All information will be released subject to the Freedom of Information Act 2000 and the Data Protection Act 1988

| 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. | Upon request |
| Finalised budget | Upon request |
| Precept | Upon request |
| Financial Regulations | Upon request |
| 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 | Upon request |
| Code of Conduct | Upon request |
| Complaints Procedure | Upon request |
| Policies | Upon request |
| 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 | Upon request |
| Register of members interests | Website/BDC* website |
| Register of gifts and hospitality | Upon request |



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twitter.com/kelvedonparish

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|---|--------------------------------------|
| Operational and Financial Risk Assessment | Upon request |
| Class 7- The Services we Offer | |
| Details of services we offer | Upon 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*

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| Policy adopted on: | 3 October 2017 |
| Review date is by: | 2 October 2022 |

ENDS