



EAST DONYLAND PARISH COUNCIL

Serving the Village of Rowhedge

Information available from East Donyland Parish Council under the model publication scheme

All information listed as hard copy/email is obtainable by contacting the Clerk: info@eastdonylandpc.co.uk / The Crow's Nest, 1 Regent St, Rowhedge, CO5 7EA

The website address is www.eastdonylandpc.co.uk (where listed, Colchester Borough Council website is www.colchester.gov.uk)

The cost of providing all hard copy information is shown in the schedule of charges at end of document

Information to be published	How the information can be obtained
Class1 - Who we are and what we do	
Who's who on the Council and its Committees	Website, email, hard copy
Contact details for Parish Clerk and Council members	Website, email, hard copy
Location of main Council office and accessibility details	Website, email, hard copy
Staffing structure	Email, hard copy
Class 2 – What we spend and how we spend it	
Annual return form and report by auditor	Website, email, hard copy
Internal auditor report	Email, hard copy
Finalised budget	Website, email, hard copy
Precept	Within budget document - website, email, hard copy
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Website, email, hard copy
Grants given and received	Recorded in minutes – website, email, hard copy
List of current contracts awarded and value of contract	Email, hard copy
Members' allowances and expenses	Email, hard copy
Class 3 – What our priorities are and how we are doing	
Parish Plan (current and previous year as a minimum)	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website, email, hard copy



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Quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A
Class 4 – How we make decisions	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website, email, hard copy, notice boards
Agendas of meetings (as above)	Website, email, hard copy, notice boards
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website, email, hard copy
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Email, hard copy
Responses to consultation papers	Email, hard copy
Responses to planning applications	CBC planning website, recorded in minutes – website, email, hard copy
Bye-laws	Hard copy
Class 5 – Our policies and procedures	
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements • Complaints procedure 	Website, email, hard copy
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • 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) 	Email, hard copy



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Policies and procedures relating to data management and security: <ul style="list-style-type: none">• IT policy• Records management policies (records retention, destruction and archive)• Data protection policies• Policies and procedures for handling requests for information• Schedule of charges (for the publication of information)	Website, email, hard copy
Class 6 – Lists and Registers	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	CBC
Assets register	Email, hard copy
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)	N/A
Register of members' interests	CBC website, email, hard copy
Register of gifts and hospitality	Email, hard copy
Class 7 – The services we offer	
Allotments	Operated by Rowhedge Allotments Association
Burial grounds and closed churchyards	Inspection of hard copy burial records by appointment, procedures, fees and charges etc available by email, hard copy
Community centres and village halls	Operated by East Donyland Community Association
Parks, playing fields and recreational facilities	Email, hard copy
Seating, litter bins, bus shelters	Email, hard copy
Quaysides, pontoons and moorings	Email, hard copy
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website, email, hard copy



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SCHEDULE OF CHARGES

These charges shall apply to all requests for information in hard copy format:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 1p per A4 sheet (black & white)	Actual cost incurred by the parish council
	Photocopying @ 5p per A4 sheet (colour)	Actual cost incurred by the parish council
	Postage @ 55p per letter or 75p per large letter (max 100g)	Actual cost of Royal Mail standard 2 nd class 10.11.16
Statutory Fee	N/A	In accordance with the relevant legislation (quote the actual statute)