

Information available from Newport..... Parish/Community Council under the model publication scheme

Information to be published	How the information can be obtained From the Parish Office	Cost 10p per side copied
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		(hard copy and/or website) Request at the Parish Office, or see the Parish Council Website
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)) c/o the Clerk, Mrs Christine Griffin, Newport Parish Council, 24 High Street, Newport, Essex Tel 01799 542541		
Location of main Council office and accessibility details Newport Parish Council, 24 High Street, Newport, Essex Tel 01799 542541		
Staffing structure Paid Staff are the Clerk, Treasurer and Caretaker		
<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) Current and previous financial year as a minimum</p>		(hard copy and/or website) Request at the Parish Office
Annual return form and report by auditor Request at the Parish Office		

Finalised budget Request at the Parish Office	
Precept Request at the Parish Office	
Borrowing Approval letter Request at the Parish Office	
Financial Standing Orders and Regulations Request at the Parish Office	
Grants given and received Request at the Parish Office	
List of current contracts awarded and value of contract Request at the Parish Office	
Members' allowances and expenses Request at the Parish Office, Note no Member allowances are paid	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website) Request at the Parish Office
Parish Plan (current and previous year as a minimum) Currently being constructed	
Annual Report to Parish or Community Meeting (current and previous year as a minimum) Request at the Parish Office	
Quality status Yes	
Local charters drawn up in accordance with DCLG guidelines None known	
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) Decisions are recorded on our committee meeting and council minutes, request at the Parish Office
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) Advertised on the website, Parish Newsletter and Newport News Magazine	
Agendas of meetings (as above) Request at the Parish Office, made public in parish notice boards	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. Request at the Parish Office, made available at the post office for viewing once approved by council	

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. Request at the Parish Office	
Responses to consultation papers Request at the Parish Office	
Responses to planning applications Recorded in the Planning Committee minutes and by request at the Parish Office	
Bye-laws Request at the Parish Office	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	(hard copy or website) Request at the Parish Office
Policies and procedures for the conduct of council business: Request at the Parish Office Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	
Policies and procedures for the provision of services and about the employment of staff: Request at the Parish Office Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	

Complaints procedures (including those covering requests for information and operating the publication scheme) Request at the Parish Office	
Information security policy Request at the Parish Office	
Records management policies (records retention, destruction and archive) Request at the Parish Office	
Data protection policies Request at the Parish Office	
Schedule of charges (for the publication of information) Request at the Parish Office	
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)
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) None held	
Assets Register Request at the Parish Office	
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) Request at the Parish Office	
Register of members' interests Request at the Parish Office	
Register of gifts and hospitality Request at the Parish Office – None received 2008-2009	
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Current information only	
Allotments Request at the Parish Office	
Burial grounds and closed churchyards Not PC – request via St Mary's Church	

Community centres and village halls Not PC
Parks, playing fields and recreational facilities Request at the Parish Office
Seating, litter bins, clocks, memorials and lighting Request at the Parish Office (not all lights and memorials are PC responsibility)
Bus shelters ECC Responsibility
Markets Village Hall Responsibility
Public conveniences None in Village
Agency agreements None
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) Required
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above tbc