



NEW WALTHAM  
PARISH COUNCIL

## Information available from New Waltham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (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.	(hard copy and/or website)	
Who's who on the Council and its Committees	website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	website	
Location of main Council office and accessibility details	website	
Staffing structure	website	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	(hard copy and/or website)  website	
Annual return form and report by auditor	website	

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

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	website	
Responses to consultation papers	website	
Responses to planning applications	NELC Website/ enquire	
Bye-laws		
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)  Website & Hard Copy	
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	Website & Hard Copy	
Policies and procedures for the provision of services and about the employment of staff:  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	Website & Hard Copy	

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Website & Hard Copy	
Records management policies (records retention, destruction and archive)	Website & Hard Copy	
Data protection policies	Website & Hard Copy	
Schedule of charges )for the publication of information)	Website & Hard Copy	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Website & 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)		
Register of members' interests	Website & Hard Copy	
Register of gifts and hospitality		
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Website & Hard Copy	
Burial grounds and closed churchyards		

Community centres and village halls	Website	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Website	
Bus shelters	Website	
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: Anneka Ottewell-Barrett (Clerk to Council) – [clerk@newwalthamparishcouncil.com](mailto:clerk@newwalthamparishcouncil.com)**

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 50 per sheet (black & white)	Actual cost *
	Photocopying @ £1 per sheet (colour)	Actual cost
	Postage - £1.50	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority

**Reviewed: April 2024**