**WENDENS AMBO PARISH COUNCIL FREEDOM OF INFORMATION PUBLICATION SCHEME**

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| **Information to be Published** | **How the Information Can be Obtained** | **Cost** |
| **Class1 – Who we are and what we do**  (Organisational information, structures, locations and  contacts)  This will be current information only | From the council website  Displayed on noticeboards  Electronic copy sent by email  Hard copy sent by post  Viewed in person | Free  Free  Schedule 1  Schedule 2  Free |
| Who’s who on the council and its committees | From the council website  Displayed on noticeboards  Electronic copy sent by email  Hard copy sent by post  Viewed in person | Free  Free  Schedule 1  Schedule 2  Free |
| Contact details of the clerk, and councillors (named contacts with email address) | From the council website  Displayed on noticeboards  Electronic copy sent by email  Hard copy sent by post  Viewed in person | Free  Free  Schedule 1  Schedule 2  Free |
| Location of the meetings and accessibility details | Meetings are usually held at the village hall and are fully accessible. |  |
| Staffing structure | Clerk |  |
| **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 | From the council website  Electronic copy sent by email  Hard copy sent by post  Viewed in person | Free  Schedule 1  Schedule 2  Free |
| Annual Return (Pages 2, 3 and 5) Reasons for Variations = / - 15% Payments over £100 | From the council website  Electronic copy sent by email  Hard copy sent by post  Viewed in person | Free  Schedule 1  Schedule 2  Free |
| Finalised budget | From the council website  Electronic copy sent by email  Hard copy sent by post  Viewed in person | Free  Schedule 1  Schedule 2  Free |
| Precept | From the council website  Electronic copy sent by email  Hard copy sent by post  Viewed in person | Free  Schedule 1  Schedule 2  Free |
| Financial Regulations and Standing Orders | From the council website  Electronic copy sent by email  Hard copy sent by post  Viewed in person | Free  Schedule 1  Schedule 2  Free |
| Grants awarded  Grant award policy | From the council website  Electronic copy sent by email  Hard copy sent by post  Viewed in person | Free  Schedule 1  Schedule 2  Free |
| **Class 3 – What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews | From the council website  Electronic copy sent by email  Hard copy sent by post  Viewed in person | Free  Schedule 1  Schedule 2  Free |
| The annual report of the council presented at the most recent annual meeting of the parish. | From the council website  Electronic copy sent by email  Hard copy sent by post  Viewed in person | Free  Schedule 1  Schedule 2  Free |
| **Class 4 – How we make decisions**  (Decision making processes and records of decisions)  Current and previous council year as a minimum | From the council website  Electronic copy sent by email  Hard copy sent by post  Viewed in person | Free  Schedule 1  Schedule 2  Free |
| Timetable of Council meetings | From the council website  Electronic copy sent by email  Hard copy sent by post  Viewed at our office in person | Free  Schedule 1  Schedule 2  Free |
| Agendas of meetings | From the council website  Electronic copy sent by email  Hard copy sent by post  Viewed in person | Free  Schedule 1  Schedule 2  Free |
| Minutes of meetings | From the council website  Electronic copy sent by email  Hard copy sent by post  Viewed in person | Free  Schedule 1  Schedule 2  Free |
| **Class 5 – Our policies and procedures**  (Current written protocols, policies and procedures for delivering services and responsibilities)  Current information only | From the council website  Electronic copy sent by email  Hard copy sent by post  Viewed at in person | Free  Schedule 1  Schedule 2  Free |
| Policies | From the council website  Electronic copy sent by email  Hard copy sent by post  Viewed at in person | Free  Schedule 1  Schedule 2  Free |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | From the council website  Electronic copy sent by email  Hard copy sent by post  Viewed in person | Free  Schedule 1  Schedule 2  Free |
| **Class 6 – Lists and Registers**  Assets Register | From the council website  Electronic copy sent by email  Hard copy sent by post  Viewed at in person | Free  Schedule 1  Schedule 2  Free |
| Register of members’/councillors’ interests (held on website of Uttlesford District Council) | From the council website  Electronic copy sent by email  Hard copy sent by post  Viewed at in person | Free  Schedule 1  Schedule 2  Free |
| **Class 7 – The services we offer**  Information about the services the Council offers, including leaflets, guidance and newsletters produced for the public and businesses Current information only | From the council website  Electronic copy sent by email  Hard copy sent by post  Viewed at in person | Free  Schedule 1  Schedule 2  Free |
| Parks, playing fields and recreational facilities  Seating, litter bins, clocks, memorials and lighting | From the council website  Electronic copy sent by email  Hard copy sent by post  Viewed at in person | Free  Schedule 1  Schedule 2  Free |
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| **Schedule 1** |  |  |
| **Type of Charge** | **Description** | **Basis of Charge** |
| **Disbursement Cost** | £15 per document | Time of search, may include scanning of documents |
|  | £15 per email | Creation of email that involves typing of information and compilation of document attachments. |
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| **Schedule 2** |  |  |
| **Type of Charge** | **Description** | **Basis of Charge** |
| **Disbursement Cost** | Photocopying @ 20p per single-sided sheet (black & white) | Actual cost based on computer printing |
|  | Photocopying @ £1.00p per single-sided sheet (colour) | Actual cost based on computer printing |
|  | Postage | Actual cost of Royal Mail standard 2nd class. Recorded delivery if requested at standard price |

The clerk of the Parish Council can be contacted using the following…

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