



WRITTLE PARISH COUNCIL
Parish Office, The Green, Writtle CM1 3DT
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Model Publication Scheme

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1.0	14 April 2021	L Fox	Approved at APCM 5 May 2021
1.1	16 May 2022	L Fox	Approved at APCM 16 May 2022
1.2	27 April 2023	L Fox	Approved at APCM 15 May 2023
1.3	15 May 2024	S Vainola	Approved at APCM 13 May 2024
1.4	6 May 2025	J Atterbury	Approved at APCM 12 May 2025
1.5	5 May 2026	L Fox, Parish Clerk	Approved at APCM 11 May 2026

Date of next review May 2027.

Information available from Writtle Parish Council under the publication scheme

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only 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)) Location of main Council office and accessibility details Staffing structure	Hard copy and website or via email if practicable
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	
Annual return form and report by auditor	
Finalised budget	
Precept	
Borrowing Approval letter	Hard copy and website or via email if practicable
Financial Standing Orders and Regulations	
Grants given and received	
List of current contracts awarded and value of contract	
Members' allowances and expenses	Hard copy or via email if practicable. No members' allowance, only chairman's allowance

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy and Website or via Email if practicable
Neighbourhood Plan, Village Design Statement and Parish Plan (current and previous year as a minimum)	
Action Plan	
Class 4 – How we make decisions (Decision making processes and records of decisions)	Hard copy and website or via email if practicable
Timetable of meetings (Council, committee meetings and parish meetings)	
Agendas of meetings (as above)	
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	
Responses to consultation papers	
Responses to planning applications	
Byelaws	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Hard copy and website or via email if practicable
Current information only Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements Delegated Authority (Financial Regulations) Records management policies (records retention, destruction and archive) Data protection policies	

Class 6 – Lists and Registers	Hard copy and website or via email if practicable (some information may only be available by inspection)
Currently maintained lists and registers only	
Assets Register	
Register of members' interests	
Register of gifts and hospitality	Hard copy and website or via email if practicable (some information may only be available by inspection)
Class 7 – The services we offer	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Current information only	
Allotments at the sites of The Chase and Oxney Green	
Writtle Sports and Social Club and Beryl Platt Centre	
Parks, playing fields and recreational facilities	
Seating, litter bins, memorial and lighting	
Bus shelters	
Parish Office hire fees	
Public Conveniences	

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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
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white)	Actual cost
	Photocopying @ 15p per A4 sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation