

## Information available from Polstead Parish Council under the model publication scheme as at 17<sup>th</sup> July 2014

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Notice Boards From the Clerk	Free Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Notice Boards From the Clerk	Free Free 10p/sheet
Location of main Council office and accessibility details	Website Notice Boards From the Clerk	Free Free 10p/sheet
Staffing structure	From the Clerk	10p/sheet

<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)	
Annual return form and report by auditor	Website Notice Boards From the Clerk	Free Free 10p/sheet
Finalised budget	Website From the Clerk	Free 10p/sheet
Precept	Website From the Clerk	Free 10p/sheet
<del>Borrowing Approval letter</del>		
Financial Standing Orders and Regulations	Website From the Clerk	Free 10p/sheet
Grants given and received	From the Clerk	10p/sheet
List of current contracts awarded and value of contract	From the Clerk	10p/sheet
<del>Members' allowances and expenses</del>		

<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)	
<del>Parish Plan (current and previous year as a minimum)</del>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website From the Clerk	Free 10p/sheet
<del>Quality status</del>		
<del>Local charters drawn up in accordance with DCLG guidelines</del>		

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Notice Board From the Clerk	Free Free 10p/sheet
Agendas of meetings (as above)	Website Notice Board From the Clerk	Free Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Village News From the Clerk	Free Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	From the Clerk	10p/sheet
Responses to consultation papers	Website From the Clerk	Free 10p/sheet
Responses to planning applications	Website From the Clerk	Free 10p/sheet
<del>Bye-laws</del>		

<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)	
Policies and procedures for the conduct of council business:  Procedural standing orders <del>Committee and sub-committee terms of reference</del> <del>Delegated authority in respect of officers</del> Code of Conduct Policy statements	Website From the Clerk	Free 10p/sheet

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 Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)	Website From the Clerk	Free 10p/sheet

<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
<del>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</del>		
Assets Register	From the Clerk	10p/sheet
<del>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)</del>		
Register of members' interests	Website From the Clerk	Free 10p/sheet
Register of gifts and hospitality	From the Clerk	10p/sheet

<p><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)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
Allotments	From the Clerk	10p/sheet
<del>Burial grounds and closed churchyards</del>		
<del>Community centres and village halls</del>		
Parks, playing fields and recreational facilities	From the Clerk	10p/sheet
Seating, litter bins, clocks, memorials and lighting	From the Clerk	10p/sheet
Bus shelters		
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)		
<p><b>Additional Information</b>          This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

**Clerk Contact details:** Dave Crimmin, Cragston, Sudbury Road, Newton, Sudbury CO10 0QH

**Telephone:** 01787 375085

**Email:** [polsteadpc@btinternet.com](mailto:polsteadpc@btinternet.com)

**Website:** [polstead.onesuffolk.net](http://polstead.onesuffolk.net)

## 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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	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