

Information available from *Chelmondiston Parish Council* under the *Model Publication Scheme*

Information to be published	How the information can be obtained	Cost
Class 1: 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.	Website: www.chelmondistonpc.info Charges may be made: Printed copies: black & white colour copies Information is continually being updated	Free 10p per sheet 20p per sheet
Who's who on the Council and its Committees	Website (free) Printed copy	10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website & Notice Boards - Printed copy Clerk's details: Tel: 01473 780 138 clerk@chelmondistonpc.info	10p per sheet
Location of main Council office and accessibility details	No Council office Clerk's details: Mrs Frances Sewell 'Pandora', Pin Mill, Chelmondiston, Ipswich IP9 1JW Meetings to be arranged at a local venue	
Staffing structure	None - only the 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	Website and/or printed copy All information is minuted and once approved will be available as printed copy and if possible on the website	
Annual Return Form and report by auditor	Printed copies only - contact Clerk	10p per sheet
Finalised budget	Under negotiation - contact Clerk	
Precept	Under negotiation - contact Clerk	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website and/or printed copy	10p per sheet
Grants given and received	Contact the Clerk	
List of current contracts awarded and value of contract	Contact the Clerk	
Members' allowances and expenses	Contact the Clerk	

Class 3: What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(printed copy or website) Under continual review	
Parish Plan (current and previous year as a minimum)	None	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Printed copies - contact the Clerk When approved see website	10p per sheet
Quality status	None	
Local charters drawn up in accordance with DCLG guidelines	None	
Class 4: How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(printed copy or website) By resolution at Parish Council meetings. Recorded on minutes	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website and Notice Boards Printed copies - Contact the Clerk	10p per sheet
Agendas of meetings (as above)	As above	
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Website once approved and signed off Printed copies - Contact the Clerk	10p per sheet
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	See Minutes of meetings Website once approved and signed off Printed copies - Contact the Clerk	10p per sheet
Responses to consultation papers	See Minutes Printed copies - Contact the Clerk	10p per sheet
Responses to planning applications	Planning Minutes: once approved & signed off - on Website Printed copies - Contact the Clerk	10p per sheet
Bye-laws	Printed copies - Contact the Clerk	10p per sheet

<p>Class 5: Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(printed copy or website) under review</p>	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Contact the Clerk for specific requests Information continually being updated</p>	<p>10p per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>Contact the Clerk for specific requests <i>Policies are under review</i> See website - Contact the Clerk See website - Contact the Clerk</p>	<p>10p per sheet</p>
<p>Information security policy</p>	<p>None</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>None (under review)</p>	
<p>Data protection policies</p>	<p>None (under review)</p>	
<p>Schedule of charges)for the publication of information)</p>	<p>See attached</p>	
<p>Class 6: Lists and Registers</p> <p>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)</p>	<p>(printed copy or website: some information may only be available by inspection)</p>	
<p>Assets Register</p>	<p>Contact the Clerk</p>	

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)	None	
Register of members' interests	Contact the Clerk	
Register of gifts and hospitality	None at present	
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	(printed copy or website: some information may only be available by inspection)	
Allotments	None (Some privately owned)	
Burial grounds and closed churchyards	None	
Community centres and village halls	<i>Village Hall Management Committee</i> Tel: Mrs P Lakey 01473 780 358	
Parks, playing fields and recreational facilities	<i>Playing Field Management Committee</i> Playingfield@chelmondiston.info	
Seating, litter bins, clocks, memorials and lighting	Contact the Clerk	
Bus shelters	Contact the Clerk	
Markets	None	
Public conveniences	Contact Babergh District Council Tel: 01473 826 622	
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)	None	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Recruitment of Ex-Offenders Policy..... (CRB Disclosure Service: Code of Practice & Policy Statement on Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information)	See website - Contact the Clerk See website - Contact the Clerk	

Contact details: Mrs Frances Sewell - Clerk to *Chelmondiston Parish Council*
 'Pandora', Pin Mill, Chelmondiston, Ipswich Suffolk IP9 1JW
 Tel: 01473 780 138 e-mail: clerk@chelmondistonpc.info

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 sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority