

| | | |
|--|---|---------------|
| 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 where possible on the Parish Council's Website. | Website Free |
| Annual Return Form and Auditor's Report | Website and /or printed copies from the Clerk | 10p per sheet |
| Current and previous financial year's accounts | | |
| Finalised Budget | When resolved - contact Clerk | |
| Precept Details | When resolved - 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 | |
| Data Protection Policies | Website and/or printed copies from the Clerk | 10p per sheet |
| Schedule of Charges for the Public of Information | Website and/or printed copies from the Clerk | 10p per sheet |
| 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 | |
| Business 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 |
| Local Council Award Scheme | 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) | Website and Notice Boards Printed copies - Contact the Clerk | 10p per sheet |
| 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 |
| Class 5: Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) | (printed copy or website) under review | |
| 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 | Contact the Clerk for specific requests Information continually being updated. Also visit the Parish's Website. | 10p per sheet |
| Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the employment of staff 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) Lone Working Policy Travel and Expenses Policy | Contact the Clerk with specific requests for any policies and procedures. Also visit the website | 10p per sheet |
| Information security policy | Contact the Clerk with specific requests for any policies and procedures. Also visit the website. | 10p per sheet |
| Records management policies (records retention, destruction and archive) | Contact the Clerk with specific requests for any policies and procedures. Also visit the website. | 10p per sheet |

| | | |
|--|---|---------------|
| Data protection policies | Contact the Clerk with specific requests for any policies and procedures. Also visit the website. | 10p per sheet |
| Schedule of charges (for the publication of information) | See attached | |
| Class 6: Lists and Registers 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) | Printed copies or website: Some information may only be available by inspection | |
| Asset Register | Contact the Clerk | |
| 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 and or Babergh DC and visit the Parish's Website. | |
| 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 | Village Hall Management Committee Tel: Mrs P Lakey 01473 780 358 | |
| Parks, playing fields and recreational facilities | Playing Field Management Committee 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 | |
| Hedge Cutting | Contact the Clerk | |

| | | |
|--|--------------------|--|
| 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) | Contact the Clerk. | |

Contact details: Mrs Jill Davis – Parish Clerk
‘Michelle’, Church Road, Chelmondiston. IP9 1HT
Tel : 01473 780 159 **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) |

* the actual cost incurred by the public authority

REVIEWED 02/10/2018 = resolution Cllr Dot Cordle Cllr Morley Stevens, All in favour.