

Information available from Sproughton Parish Council under the Model Publication Scheme - July 2016

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (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>	<p>Website Notice-board Hard Copy</p>	<p>no charge no charge 10p per sheet</p>
<p>Who's who on the Council and its Committees</p>	<p>Website Hard Copy</p>	<p>no charge 10p per sheet</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website Notice-board Hard Copy</p>	<p>no charge no charge 10p per sheet</p>
<p>Location of main Council office and accessibility details</p>	<p>Contact the Clerk 01473 463852 or by email pc@sproughton.suffolk.gov.uk</p>	<p>no charge</p>
<p>Staffing structure</p>	<p>Not Applicable</p>	
<p>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)</p> <p>Current and previous financial year as a minimum</p>		
<p>Annual return form and report by auditor</p>	<p>Website</p>	<p>no charge</p>

	Hard Copy	10p per sheet
Finalised budget	Hard Copy	10p per sheet
Precept	Hard Copy	10p per sheet
Borrowing Approval letter	Not Applicable	
Financial Standing Orders and Regulations	Website Hard Copy	no charge 10p per sheet
Grants given and received	Hard Copy	10p per sheet
List of current contracts awarded and value of contract	Hard Copy	10p per sheet
Members' allowances and expenses	Hard Copy	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	Website Hard Copy	no charge 10p per sheet
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard Copy	no charge 10p per sheet
Quality status	Not Applicable	
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, and any committee/sub-committee meetings)	Website Notice-board Hard Copy	no charge no charge 10p per sheet
Agendas of meetings (as above)	Website Notice-board Hard Copy	no charge no charge 10p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Notice-board Hard Copy	no charge no charge 10p per sheet

Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	no charge 10p per sheet
Responses to consultation papers	Website Hard Copy	Free 10p per sheet
Responses to planning applications	Hard Copy	10p per sheet
Bye-laws	Not Applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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	Website Hard Copy	no charge 10p per 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)	Website Hard Copy	no charge 10p per sheet
Information security policy	Not Applicable	
Records management policies (records retention, destruction and archive)	Not Applicable	
Data protection policies	Website Hard Copy	no charge 10p per sheet

Schedule of charges (for the publication of information)	Website Hard Copy	no charge 10p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	some information may only be available by inspection	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not Applicable	
Assets Register	Website Hard Copy	no charge 10p per sheet
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)	Hard Copy	10p per sheet
Register of members' interests	Hard Copy	10p per sheet
Register of gifts and hospitality	Hard Copy	10p per sheet
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	some information may only be available by inspection	
Allotments	Rules & Regulations - Hard Copy	10p per sheet
Burial grounds and closed churchyards	Rules & Regulations - Hard Copy	10p per sheet
Tithe Barn	Website	no charge
Parks, playing fields and recreational facilities	Not Applicable	
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p per sheet
Bus shelters	Hard Copy	10p per sheet
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy	10p per sheet

Hard Copies are available from the Clerk
Contact details:

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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 sheet (black & white)	Actual cost of stationery
	Postage	Actual cost of Royal Mail standard 2 nd class