

## Information available from TRIMLEY ST MARY Parish Council under the model publication scheme

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>	<p>Hard Copy obtained from the Parish Clerk or see parish website.</p>	<p>10p per sheet plus second class post</p>
<p>Who's who on the Council and its Committees</p>	<p>Hard Copy obtained from the Parish Clerk or see parish website.</p>	<p>10p per sheet plus second class post</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard Copy obtained from Parish Clerk.</p>	<p>10p per sheet plus second class post</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard Copy obtained from Parish Clerk.</p>	<p>10p per sheet plus second class post</p>
<p>Staffing structure</p>	<p>N/A</p>	
<p><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)</p> <p>Current and previous financial year as a minimum</p>	<p>Hard copy from Parish Clerk.</p>	<p>10p per sheet plus second class post</p>
<p>Annual return form and report by auditor</p>	<p>Hard copy from Parish Clerk.</p>	<p>10p per sheet plus second class post</p>

Finalised budget	Hard copy from Parish Clerk.	10p per sheet plus second class post
Precept	Hard copy from Parish Clerk.	10p per sheet plus second class post
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy from Parish Clerk.	10p per sheet plus second class post
Grants given and received	Hard copy from Parish Clerk	
List of current contracts awarded and value of contract	Hard copy from Parish Clerk.	10p per sheet plus second class post
Members' allowances and expenses	Hard copy from Parish Clerk	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy obtained from the Parish Clerk or see website	
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy from Parish Clerk.	10p per sheet plus second class post
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<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 from Parish Clerk or see website	10p per sheet plus second class post
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy from Parish Clerk or parish website	10p per sheet plus second

		class post
Agendas of meetings (as above)	Hard copy from Parish Clerk.	10p per sheet plus second class post
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from Parish Clerk or parish website	10p per sheet plus second class post
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from Parish Clerk.	10p per sheet plus second class post
Responses to consultation papers	Hard copy from Parish Clerk.	10p per sheet plus second class post
Responses to planning applications	Hard copy from Parish Clerk.	10p per sheet plus second class post
<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 from Parish Clerk.	10p per sheet plus second class post
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	Hard copy from Parish Clerk.	10p per sheet plus second class post

<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</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>N/A</p> <p>Hard copy from Parish Clerk.</p>	<p>10p per sheet plus second class post</p>
Schedule of charges (for the publication of information)	Hard copy from Parish Clerk	10p per sheet plus second class post
<b>Class 6 – Lists and Registers</b>	Hard copy from Parish Clerk.	10p per sheet plus second class post
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)		
Assets Register	Hard copy from Parish Clerk.	10p per sheet plus second class post
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)		
Register of members' interests	Hard copy from Parish Clerk.	10p per sheet plus second class post
Register of gifts and hospitality	Hard copy from Parish Clerk.	10p per sheet plus second class post

<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)  Current information only	Hard copy from Parish Clerk	10p per sheet plus second class post
Community centres and village halls	Hard copy from Parish Clerk.	10p per sheet plus second class post
Seating, litter bins, clocks, memorials and lighting	Hard copy from Parish Clerk.	10p per sheet plus second class post
Bus shelters	Hard copy from Parish Clerk.	10p per sheet plus second class post
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Hard copy from Parish Clerk.	10p per sheet plus second class post
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		


**Contact details: PARISH CLERK  
24 Seaton Road  
Felixstowe Suffolk  
IP11 9BP**

#### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	10p
	Photocopying @ 10p per sheet (colour)	10p
	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>		