

**Information available from Creeting St Peter Parish Council
under the adopted Publication Policy/Scheme**

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do <i>(Organisational information, structures, locations and contacts)</i></p> <p><i>This will be current information only</i></p> <p><i>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</i></p>	<p>Parish Clerk Website (www.creetingstpeter.onesuffolk.net)</p>	<p>£6.30 Free</p>
Who's who on the Council and its Committees	<p>Parish Clerk Parish Notice Board Website (www.creetingstpeter.onesuffolk.net)</p>	<p>£6.30 Free Free</p>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Parish Clerk Parish Notice Board Website (www.creetingstpeter.onesuffolk.net)</p>	<p>£6.30 Free Free</p>
Location of main Council office and accessibility details	<p>Parish Notice Board, Parish Clerk and Website (www.creetingstpeter.onesuffolk.net)</p>	Free
Staffing structure	Parish Clerk	£6.30
Declarations of Acceptance of Office	Parish Clerk	£6.30

Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> <i>Current and previous financial year as a minimum</i>		
Annual return form and report by auditor	Parish Clerk and website (at appropriate times)	Hard copy - £6.30
Finalised budget	Parish Clerk	Hard copy - £6.30
Precept	Parish Clerk	Hard copy - £6.30
Borrowing Approval letter	n/a	n/a
Financial Standing Orders and Regulations	Parish Clerk	Hard copy - £6.30 each
Grants given and received	Parish Clerk	Hard copy >>£12.60
List of current contracts awarded and value of contract	Parish Clerk	Hard copy >>£12.60
Members' allowances and expenses	Parish Clerk	Hard copy >>£12.60
Receipt/Payments books and Back Statements (Limited to the last financial year)	Parish Clerk	Hard copy >> £25
VAT Records (Limited to the last financial year)	Parish Clerk	Hard copy >> £25
Risk Assessment Information	Parish Clerk	Hard copy >> £25
Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>		
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)	Parish Clerk Website	Hard copy - £6.30 Free
Quality status	n/a	n/a
Local charters drawn up in accordance with DCLG guidelines	n/a	n/a

<p>Class 4 – How we make decisions <i>(Decision making processes and records of decisions)</i> <i>Current and previous council year as a minimum</i></p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Parish Clerk Parish Notice Board, Website (www.creetingstpeter.onesuffolk.net)</p>	<p>£6.30 Free Free</p>
<p>Agendas of meetings (as above)</p>	<p>Parish Clerk Parish Notice Board, Website (www.creetingstpeter.onesuffolk.net)</p>	<p>£6.30 per item Free Free</p>
<p>Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.</p>	<p>Parish Clerk Parish Notice Board, Website (www.creetingstpeter.onesuffolk.net)</p>	<p>£6.30 per item Free Free</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Parish Clerk</p>	<p>>> £12.60 per item</p>
<p>Responses to consultation papers</p>	<p>Parish Clerk</p>	<p>>> £12.60 per item</p>
<p>Responses to planning applications</p>	<p>Parish Clerk</p>	<p>>> £12.60 per item</p>
<p>Bye-laws</p>	<p>n/a</p>	
<p>Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i> <i>Current information only</i></p>	<p>Parish Clerk</p>	<p>£6.30 per item</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 Suffolk Code of Conduct adopted July 2012 Communication Policy Equal Opportunities Policy</p>	<p>Parish Clerk</p>	<p>£6.30 per item</p>

Social Media Policy Social Networking & Blogging Protocol		
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services: Freedom of Information Publication Scheme	Parish Clerk Also Website (www.creetingstpeter.onesuffolk.net)	£6.30 per item free
Information Security policy (n/a)		
Records management policies (records retention, destruction and archive)	Parish Clerk	£6.30 per item
Data Protection policies (n/a)		
Schedule of charges (for the publication of information)	Parish Clerk Website (www.creetingstpeter.onesuffolk.net)	£6.30 per item free
Class 6 – Lists and Registers		
<i>Currently maintained lists and registers only</i>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Parish Clerk (some information may only be available by inspection)	>> £12.60 per item
Assets Register	Parish Clerk	£6.30
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)	Parish Clerk	£6.30
Register of members' interests	Mid Suffolk District Council via website www.midsuffolk.gov.uk Parish Clerk (some information may only be available by inspection)	>>£12.60 per item
Register of gifts and hospitality	Parish Clerk (some information may only be available by inspection)	>>£12.60 per item

Class 7 – The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</i>	<i>(hard copy or website; some information may only be available by inspection)</i>	
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	Parish Clerk Parish Notice Board Website (www.creetingstpeter.onesuffolk.net)	>>£12.60 per item Free Free
Parks, playing fields and recreational facilities	Parish Clerk Website (www.creetingstpeter.onesuffolk.net)	>>£12.60 per item Free
Seating, litter bins, clocks, memorials and lighting	Parish Clerk Website (www.creetingstpeter.suffolk.gov.uk)	>>£12.60 per item Free
Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	
Additional Information <i>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</i>		

Contact details:

The Parish Clerk – Mrs Rosemary Cochrane, Melvington, Willisham Road, Barking Tye, IP6 8HY

Email: pc@creetingstpeter.suffolk.gov.uk Tel: 01473 657009

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 10p*
	Photocopying @ 20p per sheet (colour)	Actual cost £25 as no access to colour photocopier in Parish
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		<p><i>In accordance with the relevant legislation</i></p> <p>The material provided in response to the request should be provided at cost. However, if staff costs are incurred in compiling the request these must be calculated at £25 per person per hour, regardless of the actual costs involved.</p> <p>Under s12(2) of the Local Government Act 1972 if the costs exceed £450 the request has moved outside of the appropriate limit and the Council will not have to comply.</p>
Other		