

Information available from Great Bealings Parish Council under the model publication scheme

| 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> | (hard copy and/or website) | |
| Who's who on the Council and its Committees | Website and laptop | |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | website | |
| Location of main Council office and accessibility details | No office. Correspondence should be sent to 39 Avocet Lane, Martlesham Heath, IP5 3SF | |
| Staffing structure | Clerk | |
| <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> | (hard copy and/or website) | |

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| Annual return form and report by auditor | Hard copy and website | actual |
| Finalised budget | Website | |
| Precept | Hard copy and laptop | actual |
| Borrowing Approval letter | N/a | |
| Financial Standing Orders and Regulations | Website and laptop | |
| Grants given and received | Website | |
| List of current contracts awarded and value of contract | N/a | |
| Members' allowances and expenses | N/a | |
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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website) | |
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| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website and laptop | |
| Quality status | N/a | |
| Local charters drawn up in accordance with DCLG guidelines | N/a | |
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| Class 4 – How we make decisions (Decision making processes and records of decisions) | (hard copy or website) | |
| Current and previous council year as a minimum | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | website | |
| Agendas of meetings (as above) | Website,hard copy & laptop | |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Website,hard copy & laptop | |

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| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | website | |
| Responses to consultation papers | Hard copy and laptop | actual |
| Responses to planning applications | Laptop and online | |
| Bye-laws | N/a | |
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| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | (hard copy or website) | |
| Policies and procedures for the conduct of council business: | | |
| Procedural standing orders | Hard copy,website & laptop | Actual |
| Committee and sub-committee terms of reference | N/a | |
| Delegated authority in respect of officers | Hard copy and website | Actual |
| Code of Conduct | Hard copy,website & laptop | Actual |
| Policy statements | website and laptop | |
| Financial Regulations | Hard copy,website & laptop | Actual |
| | Hard copy and website | |
| Policies and procedures for the provision of services and about the employment of staff: | | |
| Internal policies relating to the delivery of services | N/a | |
| Equality and diversity policy | N/a | |
| Health and safety policy | N/a | |
| Recruitment policies (including current vacancies) | N/a | |
| Policies and procedures for handling requests for information | N/a | |
| Complaints procedures (including those covering requests for information and | N/a | |

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| operating the publication scheme) | | |
| Information security policy | Hard copy and website | actual |
| Records management policies (records retention, destruction and archive) | Hard copy and website | actual |
| Data protection policies | Hard copy and website | actual |
| Schedule of charges)for the publication of information) | N/a | |
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| Class 6 – Lists and Registers | (hard copy or website; some information may only be available by inspection) | |
| 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) | N/a | |
| Assets Register | Hard copy and laptop | actual |
| 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) | N/a | |
| Register of members' interests | ESC website | |
| Register of gifts and hospitality | Hard copy | actual |
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| Class 7 – The services we offer | (hard copy or website; some information may only be available by inspection) | |
| (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | | |
| Current information only | | |
| Allotments | N/a | |
| Burial grounds and closed churchyards | N/a | |
| Community centres and village halls | Village hall | |
| Parks, playing fields and recreational facilities | N/a | |
| Seating, litter bins, clocks, memorials and lighting | War memorial | |

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| 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 | |
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| Additional Information | | |
| This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
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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 @15p per sheet (black & white) | Actual cost * |
| | Photocopying @ 25p per sheet (colour) | Actual cost* |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
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| Statutory Fee | | In accordance with therelevant legislation (quote the actual statute) |
| | | |
| Other | | |
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* the actual cost incurred by the public authority