

Information available from Sudbury 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>Hard Copy Email Website</p> | <p>10p per sheet Free Free</p> |
| Who's who on the Council and its Committees | <p>Hard Copy Email Website</p> | <p>10p per sheet Free Free</p> |
| Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | <p>Hard Copy Email Website Notice Boards</p> | <p>10p per sheet Free Free</p> |
| Location of main Council office and accessibility details | <p>Hard Copy Email Website Notice Boards</p> | <p>10p per sheet Free Free Free</p> |
| Staffing structure | <p>Hard Copy Email Website</p> | <p>10p per sheet Free Free</p> |

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| 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 | | |
| Annual return form and report by auditor | Hard Copy | 10p per sheet |
| Finalised budget | Hard Copy Email | 10p per sheet Free |
| Precept | Hard Copy Email | 10p per sheet Free |
| Borrowing Approval letter | Hard Copy | 10p per sheet |
| Financial Standing Orders and Regulations | Hard Copy | 10p per sheet |
| Grants given and received | Hard Copy Email | 10p per sheet Free |
| List of current contracts awarded and value of contract | Hard Copy Email | 10p per sheet Free |
| Members' allowances and expenses | Hard Copy Email | 10p per sheet Free |
| | Hard Copy Email | 10p per sheet Free |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |

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| Parish Plan (current and previous year as a minimum) | | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Hard Copy Email | 10p per sheet Free |
| 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, any committee/sub-committee meetings and community meetings) | Hard Copy Email Website | 10p per sheet Free Free |
| Agendas of meetings (as above) | Hard Copy Email Website | 10p per sheet Free Free |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Hard Copy Email Website Noticeboard | 10p per sheet Free Free Free |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hard Copy Email Website Noticeboard | 10p per sheet Free Free Free |
| Responses to consultation papers | Hard Copy Email | 10p per sheet Free |
| Responses to planning applications | Hard Copy Email | 10p per sheet Free |
| Bye-laws | Hard Copy | 10p per sheet |

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| <p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</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 Code of Conduct Policy statements</p> | <p>ALL</p> <p>Hard Copy Email</p> | <p>10p per sheet Free</p> |
| <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 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)</p> | <p>ALL</p> <p>Hard Copy Email</p> | <p>10p per sheet Free</p> |
| <p>Information security policy</p> | <p>Hard Copy Email</p> | <p>10p per sheet Free</p> |
| <p>Records management policies (records retention, destruction and archive)</p> | <p>Hard Copy Email</p> | <p>10p per sheet Free</p> |

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| Data protection policies | Hard Copy Email | 10p per sheet |
| Schedule of charges (for the publication of information) | | |
| 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) | Hard Copy | 10p per sheet |
| Assets Register | Hard Copy Email | 10p per sheet Free |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils) | Hard Copy Email | 10p per sheet Free |
| 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 | | |
| Burial grounds and closed churchyards | Hard Copy Email | 10p per sheet Free |
| Community centers and village halls | Hard Copy Email | 10p per sheet Free |
| Parks, playing fields and recreational facilities | Hard Copy Email | 10p per sheet Free |

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| Seating, litter bins, clocks, memorials and lighting | Hard Copy Email | 10p per sheet Free |
| Bus shelters | Hard Copy Email | 10p per sheet Free |
| Agency agreements | Hard Copy Email | 10p per sheet Free |
| A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees) | Hard Copy Email | 10p per sheet Free |
| 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:

Sudbury Parish Council
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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 @ 10 p per sheet (black & white) | Actual cost * |
| | Photocopying @ 10p 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) |
| | | |
| Other | | |
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* the actual cost incurred by the public authority