

## Information available from Debenham Parish Council under the model publication scheme- 2015

Information to be published	How the information can be obtained	Cost (does not include postage)
<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>Website: debenham.onesuffolk.net</p> <p>debenham.pc@btinternet.com Hard copy by application to the Clerk : Mrs Dina Bedwell, 22 Great Harlings, Shotley Gate, Ipswich IP9 1NY Tel. 01473 787861</p>	<p>Free</p> <p>Free</p>
Who's who on the Council and its Committees	As above	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	As above	Free
Location of main Council office and accessibility details	Not applicable	
Staffing structure	As above	Free

<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)  Current and previous financial year as a minimum	Documents available for free on the website All hard copies may be obtained from the Clerk – see details above	Free/£1 per sheet
Annual return form and report by auditor	website / Hard copy	Free/ £1 per sheet
Finalised budget	Website/ Hard copy	Free/£1 per sheet
Precept	Website/Hard copy	Free/£1 per sheet
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website/Hard copy	Free/ £1per sheet
Grants given and received	Website/ Hard copy	Free/£1 per sheet
List of current contracts awarded and value of contract	Hard copy	£1.00 per sheet
Members' allowances and expenses	Hard copy	£1.00 per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Currently producing Neighbourhood Plan	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/ Hard copy	Free £1 per sheet
Quality status	Not applicable	

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Noticeboard Website Hard copy</p>	<p>Free Free Free</p>
<p>Agendas of meetings (as above)</p>	<p>Noticeboard Website Hard copy</p>	<p>Free Free Free</p>
<p>Minutes of meetings (as above) – nb this will exclude the minutes of any confidential section of the meeting.</p>	<p>Noticeboard Website Hard copy</p>	<p>Free Free £ Per sheet</p>
<p>Reports presented to council meetings - nb this will exclude information that is circulated, presented or considered during any confidential section of the meeting.</p>	<p>Website Hard copy</p>	<p>Free £ per sheet</p>
<p>Responses to consultation papers (personal data redacted)</p>	<p>Hard copy</p>	<p>£1.00 per sheet</p>
<p>Responses to planning applications</p>	<p>MSDC Planning website/Hard copy</p>	<p>Free/£1persheet</p>
<p>Bye-laws</p>	<p>Hard copy</p>	<p>£1 per sheet</p>
<td data-bbox="1301 1046 1812 1102"></td> <td data-bbox="1812 1046 2112 1102"></td>		
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		

Policies and procedures for the conduct of council business:  Standing Orders Suffolk Code of Conduct	Hard copy	£1 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)	Hard copy	£1 per sheet
Electronic Communications policy	Hard copy	£1 per sheet
Records management policies (records retention, destruction and archive)	Hard copy	£1 per sheet
Data protection policies	Hard copy	£1 per sheet
Schedule of charges for the publication of information)	Hard copy	Free
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers	Some information may only be available by inspection 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	Free
Assets Register	Website/Hard copy	Free/£1 per sheet
Disclosure log (indicating the information that has been provided in response to requests;	Not applicable	

recommended as good practice, but may not be held by parish councils)		
Register of members' interests	Website/Hard copy	Free/£1 per sheet
Register of gifts and hospitality	Hard copy	£1.00 per sheet
<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	Some information may only be available by inspection	
Allotments	Website/Hard copy	Free/£1 per sheet
Burial grounds and closed churchyards	Hard copy	£1 per sheet
Community centres and village halls	Not applicable	
Play areas, playing fields and recreational facilities	Hard copy	£1 per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	£1 per sheet
Bus shelters	Hard copy	£ per sheet
Markets	Hard copy	£1 per sheet
Public conveniences	Hard copy	£1per sheet
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	£1.00 per sheet
<b>Additional Information</b> - information that is not itemised in the lists above:]		
Parish council meeting summary published in parish magazine	Website/Hard copy	Free/ £1 per sheet
<b>Risk Assessment</b>	Hard copy	£1 per sheet
<b>Neighbourhood Plan (upon completion)</b>	Website/Hard copy	Free/ £1 per sheet

<b>Agricultural Holding</b>	Hard copy	£1 per sheet
<b>Woodland and waterways</b>	Hard copy	£1 per sheet

**Contact details:** Clerk and Responsible Financial Officer: Mrs D Bedwell  
22 Great Harlings, Shotley Gate, Ipswich IP9 1NY  
Tel: 01473 787861  
debenham.pc@btinternet.com

### 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
<b>Disbursement cost</b>	Photocopying @ £1.00 per sheet (black & white)	Actual cost * £1.00
	Photocopying @ .p per sheet (colour) –not applicable	Actual cost
	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>		

\* the actual cost incurred by the public authority