

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

Introduction

There are seven main classes of information which are published by the council. Information which is published on the Website, Noticeboards and Fynn Lark News are available at no cost. Hard Copies may be requested at a cost of 10p per sheet and are obtainable from the Clerk: 01473 610088 or by email: littlebealingspc@btinternet.com

Class 1 - Who we are and what we do

For example, Organisational information, structures, locations and contacts

This will be current information only. Note councils should already be publishing as much information as possible about how they can be contacted.

Information available in hard copy or on website includes the following:

- Who's who on the Council and its Committees
- Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))
- Clerk: Fynn Lark News

Class 2 – What we spend and how we spend it

For example Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. This should include current and previous financial year information as a minimum.

Information available in hard copy or on website includes the following:

- Annual return form and report by auditor available
- Finalised budget
- Precept
- Borrowing Approval letter
- Financial Standing Orders and Regulations
- Grants given and received
- List of current contracts awarded and value of contract

Class 3 – What our priorities are and how we are doing

For example, Strategies and plans, performance indicators, audits, inspections and reviews

Information available in hard copy or on the website includes the following:

- Parish Plan (current and previous year as a minimum)
- Annual Report to Parish or Community Meeting (current and previous year as a minimum)

Class 4 – How we make decisions

For example, Decision making processes and records of decisions. Current and previous council year as a minimum.

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Information available is hard copy or on the website or notice board includes the following:

Timetable of meetings (Council, any committee/sub- committee meetings and parish meetings)

Agendas of meetings (Council any committee/sub- committee meetings and parish meetings) also available on notice boards.

Minutes of meetings (Council any committee/sub- committee meetings and parish meetings) – nb this will exclude information that is properly regarded as private to the meeting.

Reports presented to council meetings – Note: this will exclude information that is properly regarded as private to the meeting.

Responses to consultation papers

Responses to planning applications

Class 5 – Our policies and procedures

For example, Current written protocols, policies and procedures for delivering our services and responsibilities.

Current information only

Information available on hard copy or website:

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

Class 6 – Lists and Registers

Currently maintained lists and registers only

Information available in hard copy or website; some information may only be available by inspection.

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice): electoral roll. Hard copy only.

Assets Register.

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 only.

Register of gifts and hospitality

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Class 7 – The services we offer

For example, Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only.

Information available in hard copy or website; some information may only be available by inspection:

Four Walks Around Bealings Leaflet

Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

Contact details

The Clerk: Mrs. Carol Ramsden: 01473 610088 email: littlebealingspc@btinternet.com

Website: <https://littlebealings.onesuffolk.net/>

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 incurred by the public authority.

Photocopying: @ 10.p per sheet (colour) Actual cost.

Postage: Actual cost of Royal Mail standard 2nd class.

Statutory Fee:

In accordance with the relevant legislation (quote the actual statute)

Other – n/a