

Information available from Coddendam 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>	Hard copy or scanned and sent by email	<p>Photocopying @ 2p per A4 page mono and/or 8p colour + 2nd class postage at cost. Scanning and email - FOC</p>
Who's who on the Council	Website	THE SAME CHARGES APPLY
Contact details for Parish Clerk and Council Members	Website	THROUGHOUT THIS DOCUMENT
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
<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/ scanned via email and website where appropriate	
Annual return form and report by auditor	Website/Hard copy/scanned	
Finalised budget	Website/ Hard Copy/scanned	
Precept	Website/ Hard Copy/scanned	
Borrowing Approval letter	Hard copy/scanned	
Financial Standing Orders and Regulations	Website	
Grants given and received	Hard Copy/scanned	
List of current contracts awarded and value of contract	Hard Copy/scanned	
Members' allowances and expenses (where paid)	Hard copy/scanned	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy/scanned/website where applicable	
Parish Plan (current and previous year as a minimum)	Hard Copy/scanned – as and when available	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/ Hard Copy/Scanned	
Class 4 – How we make decisions (Decision making processes and records of decisions)	Minutes of all meetings are published on the website/ Hard copy/scanned on request	
Current and previous council year as a minimum		
Timetable of meetings (Council meetings and parish meetings)	Website/hard copy/scanned	
Agendas of meetings (as above)	Website/ Notice boards/ Village Hall and elsewhere	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website/hard copy/scanned	
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Website/ Hard copy/scanned - on request	
Responses to consultation papers	Hard Copy/scanned – on request	
Responses to planning applications	Website (as part of minutes) / available on Mid-Suffolk DC Planning Portal	
Bye-laws	Hard copy or scanned where applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Website and/or Hard Copy/scanned on request (where applicable)	
Current information only		
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		
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)		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard Copy/scanned by request for all in this section (where applicable). 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)		
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	Via Mid-Suffolk District Council's website	
Register of gifts and hospitality		
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	Hard copy/scanned by request for all in this section, where applicable. Some information may only be available by inspection	
Allotments		
Closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. allotment fees)		
Additional Information Information that is not itemised in the lists above		

Contact details: Peter Whitehouse (Parish Clerk)

E: parishclerk.coddenham@gmail.com P: 07958 170628 (with voicemail)

C: 4, Moat Farm Close, Ipswich, Suffolk IP4 4AJ

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @2p per sheet (black & white)	Actual cost *
	Photocopying @ 8p 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		

* the actual cost incurred by the public authority