

Information available from Kersey Parish Council under the model publication scheme

Most information can be obtained from The Parish Clerk.

Hard copies are available at a cost of 10p/sheet plus postage & packaging.

Most information is available on the Kersey Website www.kersey.suffolk.gov.uk

| Information to be published | How the information can be obtained | Cost |
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| <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> | <p>Hard Copy from the Clerk Website</p> | <p>10p/sheet</p> |
| <p>Who's who on the Council and its Committees</p> | <p>Hard Copy from the Clerk Website</p> | <p>10p/sheet</p> |
| <p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p> | <p>Hard Copy from the Clerk Website Clerk details at the end of this document.</p> | <p>10p/sheet</p> |
| <p>Location of main Council office and accessibility details</p> | <p>Hard Copy from the Clerk Website Council correspondence address and contact details are at the end of this document. Meetings usually held in Kersey Village Hall</p> | <p>10p/sheet</p> |
| <p>Staffing structure</p> | <p>None, only clerk</p> | |
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| <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> | | |
| Annual return form and report by auditor | Hard copy from the Clerk or website | 10p/sheet |
| Finalised budget | Hard copy from the Clerk or website | 10p/sheet |
| Precept | Hard copy from the Clerk or website | 10p/sheet |
| Borrowing Approval letter | | |
| Financial Standing Orders and Regulations | Hard copy from the Clerk or website | 10p/sheet |
| Grants given and received | Hard copy from the Clerk | 10p/sheet |
| List of current contracts awarded and value of contract | Hard copy from the Clerk | 10p/sheet |
| Members' allowances and expenses | Hard copy from the Clerk | 10p/sheet |
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| <p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> | | |
| Parish Plan (current and previous year as a minimum) | Hard copy from the Clerk or website | 10p/sheet |
| Annual Report to Parish Meeting (current and previous year as a minimum) | Hard copy from the Clerk or website | 10p/sheet |
| Quality status | | |
| Local charters drawn up in accordance with DCLG guidelines | None | |
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| <p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p> | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website or Hard copy from the Clerk | 10p/sheet |
| Agendas of meetings (as above) | View on notice boards, website or Hard copy from the Clerk | 10p/sheet |

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| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Website or hard copy from the Clerk | 10p/sheet |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hard copy from the Clerk or website | 10p/sheet |
| Responses to consultation papers | Hard copy from the Clerk | 10p/sheet |
| Responses to planning applications | Hard copy from the Clerk | 10p/sheet |
| Bye-laws | None | |
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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 | | |
| 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 | Website or Hard copy from the Clerk Hard copy from the Clerk Hard copy from the Clerk Website or hard copy from the Clerk Website or hard copy from the Clerk | 10p/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 from the Clerk | 10p/sheet |
| Information security policy | | |

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| Records management policies (records retention, destruction and archive) | | |
| Data protection policies | | |
| Schedule of charges (for the publication of information) | See end of document | |
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| Class 6 – Lists and Registers | (hard copy or; 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) | | |
| Assets Register | Hard copy from the Clerk | 10p/sheet |
| 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 | Website or Hard copy from the Clerk | 10p/sheet |
| Register of gifts and hospitality | Hard copy from the Clerk | 10p/sheet |
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| Class 7 – The services we offer | (hard copy or; 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 | None (contact The Nightingale Trust) | |
| Burial grounds and closed churchyards | None (contact St Mary's Church PCC) | |
| Community centres and village halls | None (contact Village Hall Committee) | |
| Parks, playing fields and recreational facilities | Website or Hard copy from the Clerk | 10p/sheet |
| Seating, litter bins, clocks, memorials and lighting | Hard copy from the Clerk | 10p/sheet |
| Bus shelters | None | |
| Markets | None | |
| Public conveniences | None | |
| Agency agreements | None | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | | |
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| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
| Information about Village Organisations | Website or Hard copy from the Clerk | 10p/sheet |

Contact details: Clerk to Kersey Parish Council

Mrs Sarah Partridge, Bridges Farm, The Tye, Kersey, Ipswich IP7 6HB

Tel 01787 210859

Email: kerseypc@gmail.com

Website: www.kersey.suffolk.gov.uk

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 of stationery & photocopying. |
| | Photocopying @ .p per sheet (colour) | Not available |
| | Packaging | Actual cost of packaging. |
| | 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