

**Model Publication Scheme**  
**Information available from Great Blakenham Parish Council**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> - Organisational information, structures, locations and contacts. Current information only		
List of Councillors	Available from the Parish Clerk in hard copy, from the website or the noticeboards.	10p per sheet
Contact details for Parish Clerk and Council members with telephone number and email.	Councillors details on website. Clerk's contact details shown below and on website.	
Location of main Council office and accessibility details	Clerk works from home. Meetings by appointment only.	
Staffing structure	N/A	

<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		
Annual return form and report by auditor	Copies available from Parish Clerk	10p per sheet
Finalised budget	As above	10p per sheet
Finalised year end accounts	As above	£5
Precept	As above	10p per sheet
Financial Regulations	As above.	10p per sheet
Grants given and received	As above	10p per sheet
List of current contracts awarded and value of contract	As above	10p per sheet

Members' allowances and expenses	As above	10p per sheet
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<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available from Parish Clerk or from the website	10p per sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

<b>Class 4 – How we make decisions</b> - 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 Parish Meetings)	Available from Parish Clerk, from the website and on the noticeboards.	10p per sheet
Agendas of Meetings (as above)	As above	
Minutes of Meetings (as above) – this will exclude information that is properly regarded as private to the Meeting.	Available from Parish Clerk or from the website	10p per sheet
Reports presented to Council Meetings - this will exclude information that is properly regarded as private to the Meeting.	Available from Parish Clerk	10p per sheet
Responses to consultation papers	Available from Parish Clerk	10p per sheet
Responses to planning applications	Available from Parish Clerk	10p per sheet

<b>Class 5 – Our policies and procedures</b> -Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only		
Policies and procedures for the conduct of council business:  Standing Orders Delegated authority in respect of officers Code of Conduct Policy statements	Copies available from the Parish Clerk or from the website.	10p 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)	As policies and procedures are adopted, copies will be available from the Parish Clerk	10p per sheet
Information security policy	As above	10p per sheet
Records management policies (records retention, destruction and archive)	As above	10p per sheet
Data protection policies	As above	10p per sheet
Schedule of charges (for the publication of information)	Shown below	10p per sheet

<b>Class 6 – Lists and Registers</b> - Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice). Currently maintained lists and registers only.		
Asset Register	Available from the Clerk	10p per 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)	N/A	
Register of Members' interests	Available by using the link to MSDC website via the Great Blakenham Parish Council website.	

Register of gifts and hospitality	Available from the Clerk.	10p per sheet.
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<b>Class 7 – The services we offer</b> - Information about the services we offer, including leaflets, guidance, articles and any newsletters produced for the public and businesses. Current information only	All information available on request from the Parish Clerk	
Allotments	As above	10p per sheet
Burial grounds and closed churchyards	As above	10p per sheet
Seating, litter bins, memorials and lighting	As above	10p per sheet
Bus shelters	As above	10p per sheet
Agency agreements	As above	10p per sheet

### Contact details

Parish Clerk - Janet Gobey

Nut Tree Cottage, Nettlestead Road, Little Blakenham, Suffolk, IP8 4LR. Tel: 07508830777

Email: [pc@greatblakenham.suffolk.gov.uk](mailto:pc@greatblakenham.suffolk.gov.uk) Website: <http://greatblakenham.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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost - time taken by Clerk to copy, plus paper and ink etc.
<b>Disbursement cost</b>	Postage – second class	Actual cost, including that of recorded delivery if requested