



Information available from Chattisham and Hintlesham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Hard Copy & Website	10p a sheet
Who's who on the Council and its Committees	Hard Copy & Website	10p a sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy & Website	10p a sheet
Location of main Council office and accessibility details	Hard Copy & Website	10p a sheet
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) Current and previous financial year as a minimum	Hard Copy	10p a sheet



Annual return form and report by auditor	Hard Copy	10p a sheet
Finalised budget	Hard Copy	10p a sheet
Precept	Hard Copy	10p a sheet
Financial Standing Orders and Regulations	Hard Copy & Website	10p a sheet
Grants given and received	Hard Copy	10p a sheet
Members' allowances and expenses	Hard Copy	10p a sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Currently not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy & Website (as part of minutes)	
Quality status	N/A	
Class 4 – How we make decisions (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)	Hard Copy & Website	10p a sheet
Agendas of meetings (as above)	Hard Copy & Noticeboard	10p a sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy & Website	10p a sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	10p a sheet
Responses to consultation papers	Hard Copy	10p a sheet
Responses to planning applications	Hard Copy	10p a sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Grant Awarding Policy	Hard Copy & Website	10p a sheet
Health & Safety Policy & Risk Assessment	Hard Copy & Website	10p a



		sheet
Standing Orders	Hard Copy & Website	10p a sheet
Schedule of charges (for the publication of information)	Hard Copy	10p a sheet
Class 6 – Lists and Registers	Hard Copy	10p a sheet
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)	Hard Copy	10p a sheet
Assets Register	Hard Copy	10p
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)	Hard Copy	10p a sheet
Register of members' interests	Hard Copy	10p a sheet
Register of gifts and hospitality	Hard Copy	10p a sheet

Contact details:

The Clerk – Tamsin Pearce

Telephone: 01473 652696

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 and white)
	Postage standard second class mail	Actual cost of Royal Mail standard 2 nd class