

PARHAM PARISH COUNCIL

Information available from Parham Parish Council under the Freedom of Information Act Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - who we are and what we do Current information only</p> <ul style="list-style-type: none"> Who's who on the Council and its Committee Contact details for Parish Clerk and Council members 	<p>Available free on website address Under Parish Council page: http://parham.suffolk.cloud</p> <p>Available free on noticeboards or hard copy from Clerk</p>	<p>see below **</p>
<p>Class 2 – What we spend and how we spend it Current and previous financial year as a minimum</p> <ul style="list-style-type: none"> Current and previous financial year's accounts Annual Return Form and Auditor's Report Finalised Budget Financial Regulations 	<p>Available free on website address: http://parham.suffolk.cloud</p> <p>or hard copy from Clerk*</p>	<p>see below **</p>
<ul style="list-style-type: none"> Grants given and received including: 	<p>Available in minutes of meetings on village website or hard copy from Clerk*</p>	<p>see below **</p>
<ul style="list-style-type: none"> Precept Details 	<p>Available in minutes of meetings on village website or hard copy from Clerk*</p>	<p>see below **</p>
<ul style="list-style-type: none"> Finalised Budget 	<p>Available in minutes of meetings on village website or hard copy from Clerk*</p>	<p>see below **</p>
<p>Class 3 – What our priorities are and how we are doing</p>		
<ul style="list-style-type: none"> □ Annual Report to Parish Meeting 	<p>On website or hand copy from Clerk*</p>	<p>see below **</p>

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<p>Class 4 – How we make decisions</p> <ul style="list-style-type: none"> • Timetable of Parish Council Meetings for current year • Agendas of meetings • Minutes of meetings (this will exclude information that is properly regarded as private to the meeting) • Reports presented to council meetings (this will exclude information that is regarded as private to the meetings) 	<p>Available free on website or noticeboards Available free on website or noticeboards Available free on website or from Clerk*</p> <p>Available free on website or from Clerk*</p>	<p>see below **</p>
<p><input type="checkbox"/> Responses to consultation papers</p>	<p>On request to the Parish Clerk*</p>	<p>see below *</p>
<p><input type="checkbox"/> Responses to planning applications</p>	<p>Included within the minutes or on East Suffolk Council planning website</p>	<p>see below *</p>
<p>Class 5 – Our policies and procedures</p> <ul style="list-style-type: none"> • Procedural Standing Orders • Code of Conduct • Policy Statements • Financial Standing Orders 	<p>Contact the Clerk with specific requests for any policies & procedures or visit the website</p>	<p>see below *</p>
<p><input type="checkbox"/> Policies relating to the employment of staff</p>	<p>“</p>	<p>see below **</p>
<p><input type="checkbox"/> Policies for handling requests for information</p>	<p>“</p>	<p>see below **</p>
<p><input type="checkbox"/> Complaints Procedure & Policy</p>	<p>“</p>	<p>see below **</p>
<p><input type="checkbox"/> Lone Worker Policy</p>	<p>“</p>	<p>see below **</p>
<p><input type="checkbox"/> Equality & Diversity policy</p>	<p>“</p>	<p>see below **</p>
<p><input type="checkbox"/> Disciplinary Procedure</p>	<p>“</p>	<p></p>
<p><input type="checkbox"/> Data protection policy</p>	<p>“</p>	<p>see below **</p>
<p><input type="checkbox"/> Schedule of charges for the publication of information</p>	<p>Attached to the end of this register</p>	<p>see below **</p>
<p>Class 6 – Lists and Registers</p> <ul style="list-style-type: none"> • Assets Register • Register of Members’ Interest 	<p>On website or on request to the Parish Clerk* Link available via village website and East Suffolk Council’s website</p>	<p>see below ** see below **</p>
<p><input type="checkbox"/> Register of gifts and hospitality</p>	<p>On request to the Parish Clerk</p>	<p>see below **</p>
<p><input type="checkbox"/> Disclosure log (indicating the information that has been provided in response to requests;</p>	<p>On request to the Parish Clerk</p>	<p>see below **</p>

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□ Leases and sub-leases held	On request to the Parish Clerk	see below **
Class 7 – The services we carry out <ul style="list-style-type: none"> • Village Greens • Bus Shelters • Hedge Cutting & Verge Clearance 	Details and information on request to the Parish Clerk	see below **

Contact details:

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SCHEDULE OF CHARGES – where applicable

This describes how the charges have been arrived at and is published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE – cost of stationary & admin time
Disbursement cost	Photocopying @ £1 first sheet then 10p per sheet (black & white) or 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class & envelope
Statutory Fee		In accordance with the relevant legislation

* hard copy will incur a fee – see table above

** the actual cost incurred by the public authority