**Approved April 2014**

**Information available from Tuddenham St Mary Parish Council under the Model Publication Scheme**

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| **Information Available** | **How the information can be obtained** | **Cost** |
| **Class 1 – Who we are and what we do** |
| Who’s who on the Council | Web site and parish notice boardHard copy from Parish Clerk | Free10p per sheet |
| Contact details for Parish Clerk and Council Members |
| Location of main Council office and accessibility details |
| Diary of Events |  |  |
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| **Class 2 – What we spend and how we spend it** |
| Annual return form and report by auditor | Hard copy from Parish Clerk | 10p per sheet |
| Finalised budget |
| Precept request |
| Financial Standing Orders and Regulations |
| Grants given and received |
| List of current contracts awarded and value of contract |
| Members’ allowances and expenses |
| Internal Audit Procedure |  |  |
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| **Class 3 – What our priorities are and how we are doing** |
| Annual Report to Parish or Community Meeting | Hard copy from Parish Clerk | 10p per sheet |
| Local Charters drawn up in accordance with DCLG guidelines |
| Minutes of Annual Meeting of the Parish |  |  |
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| **Class 4 – How we make decisions** |
| Agendas of meetings | Web site and parish notice boardHard copy from Parish Clerk | Free10p per sheet |
| Minutes of meetings  |
| Reports presented to council meetings  | Hard copy from Parish Clerk | 10p per sheet |
| Responses to consultation papers |
| Responses to planning applications |
| Bye-laws |
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| **Class 5 – Our policies and procedures** |
| Policies and procedures for the conduct of council business* Procedural standing orders
* Code of Conduct
* Policy Statements
* Delegated authority in respect of Officers
* Financial Regulations
 | Hard copy from Parish Clerk | 10p per sheet |
| Other policies and procedures for the provision of services and about the employment of staff:* Policy and procedures for handling requests for information
* Equal Opportunity Policy
* Complaints Policy & Procedure
* Risk Assessment
* Health & Safety Policy & Procedures
* Disciplinary Procedures
* Safeguarding Children & Young Adults Policy
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| Schedule of charges (for the publication of information) |
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| **Class 6 – Lists and Registers** |
| Assets Register | Hard copy from Parish Clerk | 10p per sheet |
| Register of Members’ Interests |
| Register of gifts and hospitality |
| Electoral Roll |  |  |
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| **Class 7 – The services we offer** |
| Recreational facilities - Play Area, War Memorial | Hard copy from Parish Clerk | 10p per sheet |
| Seating, litter bins, dog waste bin, grit bins |
| Bus shelter |
| Village Sign, Street signs |
| Street Lighting |
| Notice board  |

**Contact details**

**Parish clerk:** Mrs Vicky Bright, 3 Scott Avenue, Mildenhall, Bury St Edmunds, Suffolk IP28 7LT (07712 232920)

Charges will be raised for the provision of copies of the documents or information at 10p per sheet, being the actual cost incurred by the Parish Council to provide each copy. Postage, if required, will be charged at actual cost of Royal Mail standard 2nd class post. These charges are adopted for all Freedom of Information requests but those that include information not included in the model publication scheme may be subject to a £10.00 per hour charge for detailed research.