

Information available from Worlingworth Parish Council under the model publication scheme

Parish Clerk contact details for information:

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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)	Village notice board, hard copy from Parish Clerk, inside community centre and website	10p per sheet for paper copy, free from website
Who's who on the Council and its Committees	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free from website
Contact details for Parish Clerk and Council members	Village notice board, hard copy from Parish Clerk and website	
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	

<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>	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free from website
Annual return form and report by auditor	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free from website
Finalised budget	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free from website
Precept	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free from website
Borrowing Approval letter	N/A. Information related to the loan procured to pay for the community centre may be obtained from the village recorder.	
Financial Standing Orders and Regulations	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free from website
Grants given and received	None at present	
List of current contracts awarded and value of contract	None at present	
Members' allowances and expenses	None at present	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free from website
Parish Plan (current and previous year as a minimum)	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free from website
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free from website
Quality status	No quality status at present	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free from website
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy from Parish Clerk, village notice board and website	10p per sheet for paper copy, free from website
Agendas of meetings (as above)	Hard copy from Parish Clerk, village notice board and website	10p per sheet for paper copy, free from website
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free from website

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free from website
Responses to consultation papers	See minutes of Parish Council meetings	10p per sheet for paper copy, free from website
Responses to planning applications	MSDC website	
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free from website
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	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free from website
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	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free from website

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)		
Information security policy	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free from website
Records management policies (records retention, destruction and archive)	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free from website
Data protection policies	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free from website
Schedule of charges (for the publication of information)	None at present	10p per sheet for paper copy, free from website
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy from Parish Clerk or website; some information may only be available by inspection	10p per sheet for paper copy, free from website
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	N/A	
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 from Parish Clerk and website	10p per sheet for paper copy, free

		from website
Register of members' interests	MSDC	
Register of gifts and hospitality	Parish Clerk (by inspection only)	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	N/A	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Footpath map/guidance	Website, hard copy from village recorder.	What price?
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	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