

Information available from Capel St Mary 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		
Who's who on the Council and its Committees	Parish Council Office (Hard-Copy) Website Notice Boards	20p then 5p per sheet Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Clerk 01473 314103 Capel.pariahclerk@btconnect.com (Hard-Copy) Website Notice Boards	20p then 5p per sheet Free Free
Location of main Council office and accessibility details	Website Notice Boards Capel Capers	Free Free Free
Staffing structure	N/A	
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		
Annual return form and report by auditor	Website Parish Council Office	20p then 5p per sheet

	(Hard-Copy)	
Finalised budget	Website Parish Council Office (Hard-Copy)	20p then 5p per sheet
Precept	Website Parish Council Office (Hard-Copy)	20p then 5p per sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Parish Council Office (Hard-Copy)	20p then 5p per sheet
Grants given and received	Website Parish Council Office (Hard-Copy)	20p then 5p per sheet
List of current contracts awarded and value of contract	Website Parish Council Office (Hard-Copy)	20p then 5p per sheet
Members' allowances and expenses	Website Parish Council Office (Hard-Copy)	20p then 5p per 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 version as a minimum)	Website Parish Council Office (Hard-Copy)	20p then 5p per sheet

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Parish Council Office (Hard-Copy) Website	20p then 5p per sheet Free
Local charters drawn up in accordance with DCLG guidelines	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)	Parish Council Office (Hard-Copy) Website Notice Board	20p then 5p per sheet Free Free
Agendas of meetings (as above)	Parish Council Office (Hard-Copy) Website Notice Board	20p then 5p per sheet Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Parish Council Office (Hard-Copy) Website	20p then 5p per sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Parish Council Office (Hard-Copy) Website Capel Capers	20p then 5p per sheet Free Free
Responses to consultation papers	Website Parish Council Office (Hard-Copy)	20p then 5p per sheet
Responses to planning applications	Babergh District Council Website Parish Council Office	20p then 5p per sheet

	(Hard-Copy)	
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		
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements	Website Contact the Parish Clerk with specific requests for any policies	20p then 5p 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 Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Contact the Parish Clerk with specific requests for any policies	20p then 5p per sheet
Information security policy	None	
Records management policies (records retention, destruction and archive)	Website or Parish Council Office (Hard-Copy)	20p then 5p per sheet
Data protection policies	None	
Schedule of charges (for the publication of information)	End of document	

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
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)	None	
Assets Register	Parish Council Office (Hard-Copy)	20p then 5p 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)	Parish Council Office (Hard-Copy)	20p then 5p per sheet
Register of members' interests	Parish Council Office (Hard-Copy)	20p then 5p per sheet
Register of gifts and hospitality	None	
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Refer to Allotment Association Website	Free
Burial grounds and closed churchyards	None Held	
Community centres and village halls	Refer to Capel Community Trust Website	Free
Parks, playing fields and recreational facilities	Refer to Capel Community Trust Website	Free
Seating, litter bins, clocks, memorials and lighting	Parish Council Office	

Bus shelters	Parish Council Office	
Markets	None	
Public conveniences	None	
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Circular Walk Leaflets 1,2 & 3	Parish Council Office (Hard Copy) Library (Hard-Copy)	20p per copy 20p per copy

Contact details:

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 Capel St Mary
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 IP9 2EE

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Email: capel.pariahclerk@btconnect.com

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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	<p><u>Photocopying for local clubs and groups</u> A4 @5p per sheet black & white; 10p per sheet colour</p> <p>A3 @10p per sheet black & white; 20p colour</p> <p><u>Photocopying for private and business use</u> A4 @10p per sheet black & white; 20p colour</p> <p>A3 @20p per sheet black & white; 50p colour</p>	Cost of stationary & Admin time
	Postage	Actual cost of Royal Mail standard 2 nd class

Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority