

# Information available from Shotley Parish Council under the model publication scheme – January 2009

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	hard copy and/or website	
Who's who on the Council and its Committees	Available free on website or hard copy	10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Available free on website or hard copy. Clerk: 01473 788248 or shotleypc@btinternet.com	
Location of main Council office and accessibility details	Clerk's office: 33 Orwell View Road, Shotley, Ipswich IP9 1NW. Meetings to be arranged by appointment only	
Staffing structure	Clerk, Responsible Financial Officer, Community Warden and Litter Warden	
<p><b>Class 2 – What we spend and how we spend it</b> (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 and/or website	
Annual return form and report by auditor	Hard copy – contact clerk	10p per sheet
Finalised budget	Hard copy – contact clerk	10p per sheet
Precept	Hard copy – contact clerk	10p per sheet
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Free copy via e-mail or hard copy	10p per sheet
Grants given and received	Hard copy – contact clerk	10p per sheet
List of current contracts awarded and value of contract	Hard copy – contact clerk	10p per sheet
Members' allowances and expenses	Hard copy – contact clerk	10p per sheet
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	

Parish Plan (current and previous year as a minimum)	Available free on website or hard copy	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available free on website or hard copy	
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Available free on website or hard copy	10p per sheet
Agendas of meetings (as above)	Available free on website or hard copy	10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Available free on website or hard copy	10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Available free on website or hard copy	10p per sheet
Responses to consultation papers	Available free on website or hard copy	10p per sheet
Responses to planning applications	Available free on website or hard copy	10p per sheet
Bye-laws	n/a	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or 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	Contact the Clerk with specific requests for any policies	10p 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 Recruitment policies (including current vacancies) Policies and procedures for handling requests for	Contact the Clerk with specific requests for any policies	10p per sheet

information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	n/a	
Records management policies (records retention, destruction and archive)	n/a	
Data protection policies	n/a	
Schedule of charges (for the publication of information)	Attached	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard copy - contact Clerk	10p 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)	n/a	
Register of members' interests	Hard copy - contact Clerk	10p per sheet
Register of gifts and hospitality	n/a	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Contact Clerk	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	Contact Shotley Village Hall Management Committee on ???	
Parks, playing fields and recreational facilities	Contact Clerk	
Seating, litter bins, clocks, memorials and lighting	Contact Clerk	
Bus shelters	Contact Clerk	
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	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

## Contact details:

Clerk: L A Rowlands  
33 Orwell View Road, Shotley, Ipswich IP9 1NW  
[shotleyipc@btinternet.com](mailto:shotleyipc@btinternet.com)  
[www.myshotley.com](http://www.myshotley.com)

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost of stationery
	Photocopying @ 20p per sheet (colour)	Actual cost of stationer
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority