

Shustoke Parish Council



FREEDOM OF INFORMATION PUBLICATION SCHEME **Information available from Shustoke Parish Council** **under the model publication scheme (Freedom of Information Act)**

<i>Information to be published</i>	<i>How the information can be obtained</i>
Class1 - Who we are and what we do	
Who's who on the Council and its Committees	Website, email or Hard Copy.
Contact details for the Parish Clerk. Council members contactable via Clerk.	Website, email or Hard Copy.
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	Audited accounts published on website or financial information by Hard Copy or email.
Annual return form and report by auditor	Published on website and Parish notice board. Hard Copy available from Parish Clerk
Finalised budget	Website, Hard Copy or email
Precept	Website, Hard Copy or email
Grants given and received	email
List of current contracts awarded and value of contract	Website, Hard Copy or email
Members' allowances and expenses	N/A – no expenses claimed by councillors

<i>Information to be published</i>	<i>How the information can be obtained</i>
Class 3 – What our priorities are and how we are doing Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website, Hard Copy or email
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Parish Council minutes of meetings:- Website, Hard Copy or email
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, Notice Board, Hard Copy or email
Agendas of meetings (as above)	Website, Notice Board, Hard Copy or email
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, Notice Board, Hard Copy or email
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website, Hard Copy or email
Responses to consultation papers	email
Responses to planning applications	email
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only	
Standing orders Financial Regulations Data Protection Policy Complaints Procedure Code of Conduct Freedom of Information Requests Procedure Personal Data Enquiries	ALL - Website, Hard Copy or email
Class 6 – Lists and Registers Currently maintained lists and registers only	
Asset Register	email

<i>Information to be published</i>	<i>How the information can be obtained</i>
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)	email
Risk Register	email
Register of members' interests	email
Register of gifts and hospitality	email
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	
Allotments	Apply to Allotment Association
Village Hall & Shop	Apply to Shustoke Village Hall Committee Ltd. via Shop
Parks, playing fields and recreational facilities	Available on request
Seating, litter bins, clocks, memorials and lighting	Available on request
Bus shelters	Available on request

Contact details:

Parish Clerk – David Jeans

Clerk@Shustoke-ParishCouncil.Org.UK

01675 481077

Website: www.shustoke-parishcouncil.org.uk

SCHEDULE OF CHARGES*

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

Please note that no charge will be made for documents sent via e-mail except in rare cases where the information is not readily available in which case the Clerk's time will be charged at £12.00 per hour (pro rata).

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Clerk's time involved in photocopying etc.	Labour £12 per hour
	Photocopying @ 20p per sheet (black & white) (per side)	Actual Cost Printing ink & paper
	Photocopying @50p per sheet (colour) (per side)	Actual Cost of printing ink and paper
Statutory Fee	Postage	Actual cost of Royal Mail standard 2 nd class
Other		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority