BLYTHBURGH with BULCAMP & HINTON Parish Council

E-mail: ***blythburgh.pc@gmail.com***
Website: ***http://blythburgh.onesuffolk.net/***

Information available from Blythburgh with Bulcamp and Hinton Parish Council

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 N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	From the Clerk (Hard Copy) Website	Photo Copy Cost Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Clerk – Notice Boards From the Clerk (Hard copy) Website	Free Photo Copy Cost Free
Staffing structure	Clerk is only employee	

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	From the Clerk (Hard Copy)	Photo Copy Cost
Finalised budget	From the Clerk (Hard Copy)	Photo Copy Cost

Reviewed and Adopted: May 2022
Next Review Due: May 2023

Precept	From the Clerk (Hard Copy)	Photo Copy Cost
Financial Standing Orders and Regulations	From the Clerk (Hard Copy)	Photo Copy Cost
Grants given and received	From the Clerk (Hard Copy)	Photo Copy Cost
List of current contracts awarded and value of contract	From the Clerk (Hard Copy)	Photo Copy Cost
Members' allowances and expenses	From the Clerk (Hard Copy)	Photo Copy Cost

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 year as a minimum)	Steering Group	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	From the Clerk (Hard Copy)	Photo Copy Cost
Quality status	From the Clerk (Hard Copy)	Photo Copy Cost
Local charters drawn up in accordance with DCLG guidelines	From the Clerk (Hard Copy)	Photo Copy Cost

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)	From the Clerk (Hard Copy) Website	Photo Copy Cost Free
Agendas of meetings (as above)	From the Clerk (Hard Copy) Website	Photo Copy Cost Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	From the Clerk (Hard Copy) Website	Photo Copy Cost Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	From the Clerk (Hard Copy) Website	Photo Copy Cost Free
Responses to consultation papers	From the Clerk (Hard Copy)	Photo Copy Cost
Responses to planning applications	From the Clerk (Hard Copy) Website	Photo Copy Cost Free
Bye-laws		

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 • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	From the Clerk (Hard Copy) Website	Photo Copy Cost Free
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 information	From the Clerk (Hard Copy)	Photo Copy Cost
Complaints procedures (including those covering requests for information and operating the publication scheme)	From the Clerk (Hard Copy)	Photo Copy Cost
Information security policy	From the Clerk (Hard Copy)	Photo Copy Cost
Records management policies (records retention, destruction and archive)	From the Clerk (Hard Copy)	Photo Copy Cost
Data protection policies	From the Clerk (Hard Copy)	Photo Copy Cost
Schedule of charges (for the publication of information)	From the Clerk (Hard Copy)	Photo Copy Cost

Class 6 – Lists and Registers 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)	From the Clerk (Hard Copy)	Photo Copy Cost
Assets Register	From the Clerk (Hard Copy)	Photo Copy Cost

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)	From the Clerk (Hard Copy)	Photo Copy Cost
Register of members' interests	From the Clerk (Hard Copy)	Photo Copy Cost
Register of gifts and hospitality	From the Clerk (Hard Copy)	Photo Copy Cost

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		
Village halls	Village Hall Committee	
Parks, playing fields and recreational facilities	From the Clerk (Hard Copy)	Photo Copy Cost
Seating, litter bins, clocks, memorials and lighting	From the Clerk (Hard Copy)	Photo Copy Cost
Bus shelters	From the Clerk (Hard Copy)	Photo Copy Cost
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	From the Clerk (Hard Copy)	Photo Copy Cost

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above

Contact Details: Blythburgh with Bulcamp and Hinton Parish Council Clerk: ***blythburgh.pc@gmail.com***

SCHEDULE OF CHARGES

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

1 TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
Photocopying @ ..p per sheet (colour)	Actual cost	
Postage	Actual cost of Royal Mail standard 2nd class	
Statutory Fee	In accordance with the relevant legislation (quote the actual statute)	
Other		