



BLYTHBURGH with BULCAMP & HINTON  
PARISH COUNCIL

## Information available from Blythburgh with Bulcamp & Hinton Parish Council

Information to be published	How the information can be obtained	Cost
<b>Class 1 – Who we are and what we do</b> This will be current information only		
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	Clerk Information – Notice Boards From the Clerk (Hard copy) Website	Free Photo Copy Cost Free
Staffing structure	From the Clerk (Hard Copy)	Photo Copy Cost
<b>Class 2 – What we spend and how we spend it</b> 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) Website	Photo Copy Cost Free
Precept	From the Clerk (Hard Copy) Website	Photo Copy Cost Free
Borrowing Approval Letter	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) Website	Photo Copy Cost Free
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

<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan (current and previous year as a minimum)	From the Clerk (Hard Copy)	Photo Copy Cost
Annual Report to Parish or Community Meeting	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
<b>Class 4 – How we make decisions</b>		
Current and previous council year as a minimum		
Timetable of meetings	From the Clerk (Hard Copy) Website	Photo Copy Cost Free
Agendas of meetings	From the Clerk (Hard Copy) Website Notice Boards	Photo Copy Cost Free Free
Minutes of meetings – Note; this will exclude information that is properly regarded as private to the meeting.	From the Clerk (Hard Copy) Website Notice Boards	Photo Copy Cost Free Free
Reports presented to council meetings – Note; 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	From the Clerk (Hard Copy)	Photo Copy Cost
<b>Class 5 – Our policies and procedures</b>		
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	From the Clerk (Hard Copy)	Photo Copy Cost

Policy statements		
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	From the Clerk (Hard Copy)	Photo Copy Cost
Information security policy	From the Clerk (Hard Copy)	Photo Copy Cost
Records management policies	From the Clerk (Hard Copy)	Photo Copy Cost
Data protection policies	From the Clerk (Hard Copy)	Photo Copy Cost
Schedule of charges	From the Clerk (Hard Copy) Website	Photo Copy Cost Free
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list	From the Clerk (Hard Copy)	Photo Copy Cost
Assets Register	From the Clerk (Hard Copy)	Photo Copy Cost
Disclosure log	From the Clerk (Hard Copy)	Photo Copy Cost
Register of members' interests	From the Clerk (Hard Copy) Website	Photo Copy Cost Free
Register of gifts and hospitality	From the Clerk (Hard Copy)	Photo Copy Cost
<b>Class 7 – The services we offer</b>		
Current information only		
Allotments	From the Clerk (Hard Copy)	Photo Copy Cost
Burial Grounds and closed Churchyards	From the Clerk (Hard Copy)	Photo Copy Cost
Village halls	Village Hall Committee From the Clerk (Hard Copy)	Photo Copy Cost

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
Markets	From the Clerk (Hard Copy)	Photo Copy Cost
Public Conveniences	From the Clerk (Hard Copy)	Photo Copy Cost
Agency Agreements	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
<b>Additional Information</b> 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  
Marsh End  
Church Road  
Blythburgh  
Suffolk  
IP19 9LL

Telephone – 01502 478687

e-mail – [blythburgh.pc@gmail.com](mailto:blythburgh.pc@gmail.com)

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 25p per sheet (colour)	Actual cost *
	Postage	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>	Staff Costs, @ £25 per hour. These are per person charges.	Estimated time to compile information, and the number of people involved

Note \* - The actual cost incurred by Blythburgh with Bulcamp & Hinton Parish Council. Correct at document, issue but may change.