

CLAYDON & WHITTON PARISH COUNCIL

FREEDOM OF INFORMATION ACT 2000 PUBLICATION SCHEME 2015

DECLARATION FORM

Claydon & Whitton Parish Council adopted on 14 September 2015, without modification, the Model Publication Scheme as developed and approved by the Information Commissioner in line with Section 20 of the Freedom of Information Act 2000 for Local Councils and will publish information in accordance with that Scheme.

If you require a paper version of any information, or want to ask whether information is available, please contact the council by telephone, email or letter. Contact details are set out below.

CONTACT DETAILS:

EMAIL: claywhit@btinternet.com

PHONE: 01473 687384

ADDRESS: 7 Leicester Close, Ipswich, Suffolk, IP2 9EX

**PLEASE MARK ANY CORRESPONDENCE UNDER THIS SCHEME

“PUBLICATION SCHEME REQUEST

WEBSITE: www.claydonandbarham.onesuffolk.net

**PLEASE NOTE THAT THE ADDRESS OF THE WEBSITE REFERRED TO ABOVE CONTAINS INFORMATION RELATING TO CLAYDON & WHITTON PARISH COUNCIL BUT IS MANAGED INDEPENDENTLY

Under the Freedom of Information Act 2000, the Parish Council has 20 working days from receipt of a written request to provide the information required, or to supply a refusal.

EXEMPT MATERIAL: Personal information in relation to Councillors (other than required to be declared in the Register of Interest), Personal Information in regard to employees and Tenders and Bids from contractors and suppliers.

NOTE: The Data Protection Legislation prohibits the publication of certain categories of information.

The Parish Council is responsible for maintenance of this scheme, which was approved on 14 September 2015.

If the information you are looking for is not available via the scheme, and is not on our website, you can still contact Claydon & Whitton Parish Council to ask if we have it.

Information available from Claydon & Whitton Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost (black & white copy, excluding postage, emailed information is free)
Class 1 – 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.	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Email Hard Copy	Free Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	See 'CONTACT DETAILS' Website and Notice Boards for Councillors	Free
Location of main Council office and accessibility details	7 Leicester Close Ipswich, Suffolk IP2 9EX By appointment	
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	Hard Copy	
Annual return form and report by auditor	Hard Copy	£2.00
Finalised budget	Hard Copy	10p/sheet
Precept	Hard Copy (and in minutes)	10p/sheet
Financial Standing Orders and Regulations	Hard Copy	10p/sheet
Grants given and received	Hard Copy	10p/sheet
Members' allowances and expenses	Hard Copy	10p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Hard Copy Website	
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy Website	10p/sheet Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard Copy Website	

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 10p/sheet
Agendas of meetings (as above)	Available 3 clear days before meetings (also on Parish Council notice boards) Hard Copy Website Email	10p/sheet Free Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting	Website Hard Copy Email	Free 10p/sheet Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting	Included with minutes or handed out at meeting	Free
Responses to consultation papers	Included in minutes	Free
Responses to planning applications	Included in minutes Website Hard Copy	Free Free 10p/sheet
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	Hard Copy 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	Hard Copy Hard Copy Hard Copy Hard Copy N/A	10p/sheet 10p/sheet 10p/sheet 10p/sheet
Policies and procedures for the provision of services and about the employment of staff	Hard Copy	10p/sheet
Information security policy Records management policies (records retention, destruction and archive)	Hard Copy Email	10p/sheet Free
Schedule of charges (for the publication of information)	See Schedule of Charges below	
Class 6 – Lists and Registers 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)	By appointment	
Asset register	Hard Copy	10p/sheet
Register of members' interests	MSDC Website	Free
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	(hard copy or website; some information may only be available by inspection)	

Allotments	By appointment	
Burial grounds and closed churchyards	N/A	
Litter/dog bins, clock, memorials and lighting	By appointment	
Bus shelters	By appointment	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above.		
Documents archived with Suffolk Records Office	Please note that, in addition to the above historical information regarding Claydon & Whitton Parish Council is available for public viewing at Suffolk Records Office, Gatacre Road, Ipswich, Suffolk IP1 2LQ	

Contact Details:

Please contact the Parish Clerk, Suzanne Eagle

Claydon & Whitton Parish Council
7 Leicester Close
Ipswich
Suffolk
IP2 9EX

Phone: 01473 687384

Email: claywhit@btinternet.com

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	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ £1 per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd or 1 st class, if requested