

**Information available from *Felsham Parish Council*
under the model publication scheme adopted on 16th December 2008**

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council and its Committees	Website, Notice Board, Hard Copy – contact the clerk	10p per sheet Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Village Notice Board	Free
Location of main Council office and accessibility details	Felsham PC do not have a main office – contact the clerk	
Staffing structure	The clerk is the only employee	
<p>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)</p>		
Annual return form and report by auditor	Hard Copy – contact the clerk	10p per sheet
Finalised budget	Hard Copy – contact the clerk	10p per sheet
Precept	Via Minutes Hard Copy – contact the clerk	10p per sheet free
Borrowing Approval letter	FPC do not currently borrow	
Financial Standing Orders and Regulations	Hard Copy – contact the clerk	10p per sheet free
Grants/donations given and received	Hard Copy – contact the clerk	10p per sheet free
List of current contracts awarded and value of contract	None at present	

Members' allowances and expenses	Felsham PC do not currently pay Members allowance or expenses.	
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)	Hard Copy – contact the clerk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy – contact the clerk	10p per sheet
Quality status	Felsham PC do not currently have Quality Status	
Local charters drawn up in accordance with DCLG guidelines	There are currently no charters in operation.	
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)	Hard Copy – contact the clerk Website, village notice board	10p per sheet free
Agendas of meetings (as above)	Website, Hard Copy – contact the clerk /village notice board	10p per sheet free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, Hard Copy – contact the clerk	10p per sheet free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy – contact the clerk	10p per sheet
Responses to consultation papers	Via Minutes, Website, Hard Copy – contact the clerk	10p per sheet free
Responses to planning applications	Via Minutes, Website, Hard Copy – contact the clerk	10p per sheet free
Bye-laws	Felsham PC do not currently	

	have any byelaws	
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 Policy statements Code of Conduct	Hard Copy – contact the clerk	10 p 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 information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy – contact the clerk	10 p per sheet
Information security policy	Hard Copy – contact the clerk	10 p per sheet
Records management policies (records retention, destruction and archive)	Hard Copy – contact the clerk	10 p per sheet
Data protection policies	Hard Copy – contact the clerk	10 p per sheet
Schedule of charges (for the publication of information)	Within this document	
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)	Hard Copy – contact the clerk	

Assets Register	Hard Copy – contact the clerk	10 p 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)	None held	
Register of members' interests	MSDC Website, Hard Copy – contact the clerk	10 p per sheet
Register of gifts and hospitality	Hard Copy – contact the clerk	
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	FPC do not currently have any Allotment – The Allotments behind the church are run by the Felsham Charity – contact the Trustees	
Burial grounds and closed churchyards	FPC do not currently have any burial grounds	
Community centres and village halls	FPC do not currently have any Community centres and village halls	
Parks, playing fields and recreational facilities	FPC do not currently have any Parks, playing fields and recreational facilities	
Seating, litter bins, clocks, memorials and lighting	FPC currently only have responsibility for lighting and bins - for info contact the clerk	
Bus shelters	FPC do not currently have any Bus shelters	
Markets	FPC do not currently have any markets	
Public conveniences	FPC do not currently have any Public Conveniences	
Agency agreements	Not applicable to FPC	

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable to FPC	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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Cockfield

Bury St Edmunds

Suffolk

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Colour copying not available	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Not applicable	
Other	Staff Time @ £25 per hour	Recommended by ICO

* the actual cost incurred by the public authority