

CLOPTON PARISH COUNCIL

Information available from Clopton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do This will be current information only.		
<ul style="list-style-type: none"> Who's who on the Council and its Committees Contact details for Parish Clerk and Council members 	Website Noticeboards From the Clerk	Free Free 10p sheet
<ul style="list-style-type: none"> Staffing structure 	Clerk to the Council	
Class 2 – What we spend and how we spend it Current and previous financial year as a minimum		
<ul style="list-style-type: none"> Annual return form and report by auditor Finalised budget Precept Financial Standing Orders and Regulations Grants given and received Members' allowances and expenses 	Website From the Clerk	Free 10p sheet
Class 3 – What our priorities are and how we are doing Current and previous year as a minimum		
<ul style="list-style-type: none"> Annual Report to Parish or Community Meeting 	Website From the Clerk	Free 10p sheet

Class 4 – How we make decisions		
Current and previous council year as a minimum		
<ul style="list-style-type: none"> • Timetable of meetings • Agendas of meetings • Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. 	Website From the Clerk	Free 10p sheet
<ul style="list-style-type: none"> • Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. • Responses to consultation papers 	From the Clerk	10p sheet
<ul style="list-style-type: none"> • Responses to planning applications 	Included within the minutes	
Class 5 – Our policies and procedures		
Current information only		
Policies and procedures for the conduct of council business:		
<ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website From the Clerk	Free 10p sheet
Policies and procedures for the provision of services and about the employment of staff:		
<ul style="list-style-type: none"> • 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) 	Website From the Clerk	Free 10p sheet

<ul style="list-style-type: none"> Information security policy Records management policies (records retention, destruction and archive) 	Website From the Clerk	Free 10p sheet
<ul style="list-style-type: none"> Schedule of charges (for the publication of information) 	This document	Free
Class 6 – Lists and Registers Currently maintained lists and registers only -some information may only be available by inspection		
<ul style="list-style-type: none"> Assets register 	Website From the Clerk	Free 10p sheet
<ul style="list-style-type: none"> Register of members' interests 	SCDC website From the Clerk	Free 10p sheet
<ul style="list-style-type: none"> Register of gifts and hospitality 	From the Clerk	10p sheet
Class 7 – The services we offer Current information only		
<ul style="list-style-type: none"> Village hall Playing field and recreational facilities Seating, litter bins, memorials and lighting Bus shelters 	Website From the Clerk	Free 10p sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
<ul style="list-style-type: none"> 'Clopton Annual' newsletter 'Clopton Enews' 	From the Clerk	10p sheet

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Schedule of charges:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost of Clerk's time and printing
	Postage	Actual cost of Royal Mail standard 2 nd class