

Kettleburgh Parish Council

Information available under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.		
Who's who on the Council	on website or hard copy	£2 then 10p per sheet
Contact details for Parish Clerk and Council members	on website or hard copy Parish Clerk: Jackie Clark 01728 723623 kettleburghparishclerk @postmaster.co.uk	£2 then 10p per sheet
Location of main Council office and accessibility details	Windyridge, Kettleburgh Woodbridge, IP13 7JR <i>Contact to arrange appointment</i>	
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	hard copy	£2 then 10p per sheet
Finalised budget	hard copy	£2 then 10p per sheet
Precept	hard copy	£2 then 10p per sheet
Borrowing Approval letter	<i>none</i>	

Financial Standing Orders and Regulations	on website or hard copy	£2 then 10p per sheet
Grants given and received	<i>none</i>	
List of current contracts awarded and value of contract	<i>none</i>	
Members' allowances and expenses	hard copy	£2 then 10p per sheet
Class 3 – Our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	<i>none</i>	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	on website or hard copy	£2 then 10p per sheet
Quality status	<i>none</i>	
Local charters drawn up in accordance with DCLG guidelines	<i>none</i>	
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, and parish meetings)	on website or hard copy	£2 then 10p per sheet
Agendas of meetings	on website or hard copy	£2 then 10p per sheet
Minutes of meetings nb this will exclude information that is properly regarded as private to the meeting.	on website or hard copy	£2 then 10p per sheet
Reports presented to council meetings nb this will exclude information that is properly regarded as private to the meeting.	hard copy	£2 then 10p per sheet
Responses to consultation papers	hard copy	£2 then 10p per sheet
Responses to planning applications	hard copy	£2 then 10p per sheet
Bye-laws	<i>none</i>	

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 Delegated authority in respect of officers Code of Conduct	Contact the Clerk with specific request	£2 then 10p per sheet
Information security policy	<i>none</i>	
Records management policies	<i>none</i>	
Data protection policies	<i>none</i>	
Schedule of charges (for the publication of information)	As stated	

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)		
Assets Register	hard copy	£2 then 10p 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)	<i>none</i>	
Register of members' interests	hard copy	£2 then 10p per sheet
Register of gifts and hospitality	hard copy	£2 then 10p per sheet

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	<i>none</i>	
Burial grounds and closed churchyards	<i>none</i>	
Community centres and village halls	Contact Kettleburgh Village Hall Management Committee (link on website)	

Parks, playing fields and recreational facilities	Contact Kettleburgh Village Green Trust (on website)	
Seating, litter bins, clocks, memorials and lighting	<i>none</i>	
Bus shelters	Contact the Parish Clerk	
Markets	<i>none</i>	
Public conveniences	<i>none</i>	
Agency agreements	<i>none</i>	

Contact details:

Parish Clerk: Jackie Clark
Windyridge, Kettleburgh, IP13 7JR
01728 723623
kettleburghparishclerk@postmaster.co.uk

SCHEDULE OF CHARGES:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ £2 per 1st sheet and then 10p per sheet	Actual cost of administration and printing costs
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)