

Information available from **Fressingfield Parish Council** under the model publication scheme

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b> No charge unless otherwise stated
<p><b>Class 1 - Who we are and what we do</b> Fressingfield Parish Council comprises 13 councillors and meets on the 3<sup>rd</sup> Tuesday of each month at 7.30pm in the Sancroft Hall, Fressingfield</p>	<p>via the Clerk from the website in the parish magazine meeting information on the notice boards</p>	
<p>A list of current councillors and details of committees and working parties is maintained</p>	<p>Via the Clerk</p>	<p>List available from Clerk - 10p copy</p>
<p>There is no Council Office but the Clerk may be contacted during normal working hours: Monday to Friday 0900 to 1700</p>	<p>Carol A Smy - Clerk to the Parish Council 1 Felix Cottage Horham IP21 5EG 01379 384679 clerkfpc@thesmys.com</p>	
<p>The Parish Council employs the Clerk and Mrs Ruby Andrews, Village Caretaker</p>		
<p><b>Class 2 - What we spend and how we spend it</b></p>		
<p>Annual Return and auditor's report</p>	<p>PC notice board via the Clerk</p>	
<p>Finalised budget</p>	<p>via the Clerk / minutes</p>	
<p>Precept</p>	<p>via the Clerk / minutes</p>	

Financial Standing Orders and Regulations	via the Clerk	
Grants given and received	via the Clerk / minutes	
List of current contracts awarded and value of contract	via the Clerk	
Members' allowances and expenses	via the Clerk / minutes	
<b>Class 3 - What our priorities are and how we are doing</b>		
Parish Plan is regularly updated	via the Clerk	
Annual Report to the Parish	Distributed with Five Alive or via the Clerk	
<b>Class 4 - How we make decisions</b>		
The Parish Council meets on the 3 <sup>rd</sup> Tuesday of each month at 7.30pm in the Sancroft Hall		
Agendas	posted on the notice board and website	
Minutes nb this will exclude information that is properly regarded as private to the meeting	precis published in Five Alive draft copies posted on notice boards and website	Five Alive distributed to all households
Reports presented to council meetings nb this will exclude information that is properly regarded as private to the meeting	with minutes	
Responses to consultation papers	with minutes	
Responses to planning applications	with minutes	
<b>Class 5 - Our policies and procedures</b> Policies and procedures for the conduct of council business:	all via the Clerk	

Procedural standing orders Committee and working party terms of reference Delegated authority in respect of officer Code of Conduct		
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and Safety policy Recruitment policies (including current vacancies, if any) Policies and procedures for handling requests for information	all via the Clerk	
Complaints procedures (including those covering requests for information and operating the publication scheme) Information security policy Records management policies(records retention, destruction and archive) Data protection policies Schedule of charges (for the publication of information)	all via the Clerk       See below	
<b>Class 6 - Lists and Registers</b> Electoral register  Cemetery Seating, litter bins, War Memorial, street lighting Agency agreements	Available for inspection only by arrangement with the Clerk via the Clerk via the Clerk via the Clerk	

**Additional Information**

Copies of documents listed above, with the exception of the Electoral Roll, are available from the Clerk and are charged at 10p per sheet

**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @10p per sheet (b&w)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation applicable