

Information available from *Ixworth & Ixworth Thorpe Parish Council* under the model publication scheme adopted January 14th 2009

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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Hard Copy	
Who's who on the Council and its Committees	Hard copy - contact the Clerk	£1 then 10p a sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy - contact the Clerk	£1 then 10p a sheet
Location of main Council office and accessibility details	No Office – contact the Clerk	
Staffing structure	Two staff members Clerk and street cleaner	

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 – contact the Clerk	£1 then 10p a sheet
Finalised budget	Hard copy – contact the Clerk	£1 then 10p a sheet
Precept	Hard copy – contact the Clerk	£1 then 10p a sheet
Borrowing Approval letter	Hard copy – contact the Clerk	£1 then 10p a sheet
Financial Standing Orders and Regulations	Hard copy – contact the Clerk	£1 then 10p a sheet
Grants given and received	Hard copy – contact the Clerk	£1 then 10p a sheet
List of current contracts awarded and value of contract	Hard copy – contact the Clerk	£1 then 10p a sheet
Members' allowances and expenses	Hard copy – contact the Clerk	£1 then 10p

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy	
Parish Plan (current and previous year as a minimum)	In progress	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – contact the Clerk	£1 then 10p a sheet
Quality status	None	
Local charters drawn up in accordance with DCLG guidelines	None	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard Copy	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy – contact the Clerk or village notice board	£1 then 10p a sheet
Agendas of meetings (as above)	Hard copy – contact the Clerk or village notice board	£1 then 10p a sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact the Clerk or Ixworth Library	£1 then 10p a sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact the Clerk	£1 then 10p a sheet

Responses to consultation papers	Hard copy – contact the Clerk	£1 then 10p a sheet
Responses to planning applications	Hard copy – contact the Clerk	£1 then 10p a sheet
Bye-laws	None	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard Copy	
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	Contact Clerk with specific requests for any policies	£1 then 10p a 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	Contact Clerk with specific requests for any policies	£1 then 10p a sheet

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)	Contact Clerk with specific requests for any policies	£1 then 10p a sheet
Information security policy	None	
Records management policies (records retention, destruction and archive)	None	
Data protection policies	None	
Schedule of charges)for the publication of information)	Attached	
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard Copy (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)		
Assets Register	Contact Clerk	£1 then 10p a 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)		
Register of members' interests	Contact Clerk	£1 then 10p a sheet
Register of gifts and hospitality	Contact Clerk	£1 then 10p a sheet

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Hard Copy (some information may only be available by inspection)</p>	
Allotments	None	
Burial grounds and closed churchyards	Contact Clerk	
Community centres and village halls	Contact Ixworth Village Hall Management Committee	
Parks, playing fields and recreational facilities	Contact Ixworth Village Hall Management Committee	
Seating, litter bins, clocks, memorials and lighting	Contact Clerk	
Bus shelters	Contact Clerk	
Markets	None	
Public conveniences	Contact Ixworth Village Hall Management Committee	
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Contact Clerk	£1 then 10p a sheet
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

Contact details:
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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 stationary and admin time
	Photocopying @ .p per sheet (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Not applicable	
Other		

* the actual cost incurred by the public authority