

Information available from Kersey Parish Council under the model publication scheme

Most information can be obtained from The Parish Clerk.

Hard copies are available at a cost of 10p/sheet.

Some information is available on Kersey Community Website www.kersey.suffolk.gov.uk

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>	<p>Hard Copy Website</p>	<p>10p/sheet</p>
<p>Who's who on the Council and its Committees</p>	<p>Hard Copy Website</p>	<p>10p/sheet</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard Copy Website View notice in Parish Council box in St Mary's Church. Clerk details at the end of this document.</p>	<p>10p/sheet</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard Copy Website Council correspondence address and contact details are at the end of this document. Meetings usually held in Kersey Village Hall</p>	<p>10p/sheet</p>
<p>Staffing structure</p>	<p>None, only clerk</p>	

<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> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard copy, website	10p/sheet
Finalised budget	Hard copy, website	10p/sheet
Precept	Hard copy, website	10p/sheet
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	Hard copy	10p/sheet
Grants given and received	Hard copy	10p/sheet
List of current contracts awarded and value of contract	Hard copy	10p/sheet
Members' allowances and expenses	Hard copy	10p/sheet
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan (current and previous year as a minimum)	Hard copy, website	10p/sheet
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy, website	10p/sheet
Quality status	None	
Local charters drawn up in accordance with DCLG guidelines	None	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	View notice in Parish Council box in St Mary's Church, website or Hard copy	10p/sheet
Agendas of meetings (as above)	View on notice boards, website or Hard copy	10p/sheet

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy View in Parish Council box in St Mary's Church, website	10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy View in Parish Council box in St Mary's Church	10p/sheet
Responses to consultation papers	Hard copy	10p/sheet
Responses to planning applications	Hard copy	10p/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		
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	Hard copy	10p/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	10p/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)	See end of document	
Class 6 – Lists and Registers	(hard copy or; some information may only be available by inspection)	
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	10p/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	
Register of members' interests	Hard copy	10p/sheet
Register of gifts and hospitality	Hard copy	10p/sheet
Class 7 – The services we offer	(hard copy or; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	None (contact The Nightingale Trust)	
Burial grounds and closed churchyards	None (contact St Mary's Church PCC)	
Community centres and village halls	None (contact Village Hall Committee)	
Parks, playing fields and recreational facilities	Hard copy	10p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p/sheet
Bus shelters	None	
Markets	None	
Public conveniences	None	
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)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Information about Village Organisations	Website or Hard copy	10p/sheet

Contact details: Clerk to Kersey Parish Council

Mrs Sarah Partridge, Bridges Farm, The Tye, Kersey, Ipswich IP7 6HB

Tel 01787 210859

Email: kerseypc@gmail.com

Website: www.kersey.suffolk.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost of stationery & photocopying.
	Photocopying @ ..p per sheet (colour)	Not available
	Packaging	Actual cost of packaging.
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority