

Information available from Mildenhall Parish Council under the model publication scheme

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>Who's who on the Council and its Committees</p>	<p>Parish Office Parish Notice Board Parish Website Mildenhall Messenger</p>	<p>Free Free Free Free</p>
<p>Contact details for Parish Clerk and Council members</p>	<p>Parish Office Parish Notice Boards Parish Website Mildenhall Messenger</p>	<p>Free Free Free Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Parish Office Parish Notice Board</p>	<p>Free</p>
<p>Staffing structure</p>	<p>Parish Office</p>	<p>Free</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	Parish Office	See p 6
Finalised budget	Parish Office	See p 6
Precept	Parish Office	See p 6
Financial Standing Orders and Regulations	Parish Office	See p 6
Grants given and received	Parish Office	See p 6
List of current contracts awarded and value of contract	Parish Office	See p 6
Members' allowances and expenses	Parish Office	See p 6
<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)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		
Quality status		
<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)	Parish Office Parish Notice Boards Parish Website	See p 6
Agendas of meetings (as above)	Parish Office Parish Notice Boards Parish Website	See p 6
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Parish Office Parish Website	See p 6
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Parish Office	See p 6
Responses to consultation papers	Parish Office	See p 6
Responses to planning applications	Parish Office Parish Website	See p 6
Bye-laws	Parish Office	See p 6
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	Parish Office	See p 6
Committee and sub-committee terms of reference		
Delegated authority in respect of officers	Parish Office	See p 6
Code of Conduct	Parish Office	See p 6
Policy statements		

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)	Parish Office Parish Office Parish Office	See p 6 See p 6 See p 6
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges for the publication of information	Page 6 of this document	Free
Class 6 – Lists and Registers Currently maintained lists and registers only	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)	Parish Office	See p 6
Assets Register	Parish Office	See p 6
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	Parish Office	See p 6
Register of gifts and hospitality	Parish Office	See p 6
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	Parish Office	See p 6
Burial grounds and closed churchyards	Parish Office	See p 6
Community centres and village halls	Parish Office	See p 6
Parks, playing fields and recreational facilities	Parish Office	See p 6
Seating, litter bins, clocks, memorials and lighting	Parish Office	See p 6
Bus shelters	Parish Office	See p 6
Agency agreements	Parish Office	See p 6
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Parish Office	See p 6
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Mildenhall Parish Council, The Pavilion, Recreation Way, Mildenhall, Suffolk IP28 8BU

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Email: info@mildenhall.suffolk.gov.uk

Website: www.mildenhall.suffolk.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
	One copy of a document collected from the Parish Office by a Mildenhall Parish Resident	Free
Disbursement cost	Photocopying black and white	10p per sheet
	Photocopying colour	30p per sheet
	Postage	Actual cost of Royal Mail standard 1 st or 2 nd class as required
Staff time	Time spent researching and/or providing information requested	To be confirmed
Other		