

# SAXTEAD PARISH COUNCIL

## Information available from Saxtead Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - who we are and what we do</b> Current information only</p> <ul style="list-style-type: none"> <li>Who's who on the Council and its Committee</li> <li>Contact details for Parish Clerk and Council members</li> </ul>	<p>Available free on website address: <a href="http://saxtead.suffolk.cloud">http:// saxtead.suffolk.cloud</a></p> <p>Available free on noticeboards or hard copy from Clerk</p>	see below **
<p><b>Class 2 – What we spend and how we spend it</b> Current and previous financial year as a minimum</p> <ul style="list-style-type: none"> <li>Current and previous financial year's accounts</li> <li>Annual Return Form and Auditor's Report</li> <li>Finalised Budget</li> <li>Financial Regulations</li> </ul>	<p>Available free on website address: <a href="http://saxtead.suffolk.cloud">http://saxtead.suffolk.cloud</a> or hard copy from Clerk*</p>	see below **
<ul style="list-style-type: none"> <li>Grants given and received including:</li> </ul>	<p>Available in minutes of meetings on village website or hard copy from Clerk*</p>	see below **
<ul style="list-style-type: none"> <li>Precept Details</li> </ul>	<p>Available in minutes of meetings on village website or hard copy from Clerk*</p>	see below **
<ul style="list-style-type: none"> <li>Finalised Budget</li> </ul>	<p>Available in minutes of meetings on village website or hard copy from Clerk*</p>	see below **
<p><b>Class 3 – What our priorities are and how we are doing</b></p>		
<ul style="list-style-type: none"> <li>□ Annual Report to Parish Meeting</li> </ul>	<p>On website or hand copy from Clerk*</p>	see below **

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<p><b>Class 4 – How we make decisions</b></p> <ul style="list-style-type: none"> <li>• Timetable of Parish Council Meetings for current year</li> <li>• Agendas of meetings</li> <li>• Minutes of meetings (this will exclude information that is properly regarded as private to the meeting)</li> <li>• Reports presented to council meetings (this will exclude information that is regarded as private to the meetings)</li> </ul>	<p>Available free on website or noticeboards Available free on website or noticeboards Available free on website or from Clerk*</p> <p>Available free on website or from Clerk*</p>	<p>see below **</p>
<p><input type="checkbox"/> Responses to consultation papers</p>	<p>On request to the Parish Clerk*</p>	<p>see below *</p>
<p><input type="checkbox"/> Responses to planning applications</p>	<p>Included within the minutes</p>	<p>see below *</p>
<p><b>Class 5 – Our policies and procedures</b></p> <ul style="list-style-type: none"> <li>• Procedural Standing Orders</li> <li>• Code of Conduct</li> <li>• Policy Statements</li> <li>• Financial Standing Orders</li> </ul>	<p>Contact the Clerk with specific requests for any policies &amp; procedures or visit the website</p>	<p>see below *</p>
<p><input type="checkbox"/> Policies relating to the employment of staff</p>	<p>“</p>	<p>see below **</p>
<p><input type="checkbox"/> Policies for handling requests for information</p>	<p>“</p>	<p>see below **</p>
<p><input type="checkbox"/> Complaints Procedure &amp; Policy</p>	<p>“</p>	<p>see below **</p>
<p><input type="checkbox"/> Lone Worker Policy</p>	<p>“</p>	<p>see below **</p>
<p><input type="checkbox"/> Equality &amp; Diversity Policy</p>	<p>“</p>	<p>see below **</p>
<p><input type="checkbox"/> Disciplinary Procedure</p>	<p>“</p>	
<p><input type="checkbox"/> Data Protection Policy</p>	<p>“</p>	<p>see below **</p>
<p><input type="checkbox"/> Schedule of charges for the publication of information</p>	<p>Attached to this register</p>	<p>see below **</p>
<p><b>Class 6 – Lists and Registers</b></p> <ul style="list-style-type: none"> <li>• Assets Register</li> <li>• Register of Members’ Interest</li> </ul>	<p>On website or on request to the Parish Clerk* Link available via website</p>	<p>see below ** see below **</p>
<p><input type="checkbox"/> Register of gifts and hospitality</p>	<p>On request to the Parish Clerk</p>	<p>see below **</p>
<p><input type="checkbox"/> Disclosure log (indicating the information that has been provided in response to requests;</p>	<p>On request to the Parish Clerk</p>	<p>see below **</p>
<p><input type="checkbox"/> Leases and sub-leases held</p>	<p>On request to the Parish Clerk</p>	<p>see below **</p>

# SAXTEAD PARISH COUNCIL

<p><b>Class 7 – The services we offer</b></p> <ul style="list-style-type: none"> <li>• Village Greens</li> <li>• Bus Shelters</li> <li>• Noticeboards</li> <li>• Dog Bins</li> <li>• Recreational items- Flagpole &amp; flag, benches, goal posts</li> <li>• War Memorial</li> </ul>	<p>Details and information on request to the Parish Clerk</p>	<p>see below **</p>
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**Contact details:**

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**SCHEDULE OF CHARGES – where applicable**

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE – cost of stationary & admin time
<b>Disbursement cost</b>	Photocopying @ £1 first sheet then 10p per sheet (black & white) or 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class postage & envelope
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* hard copy will incur a fee – see table above

\*\* the actual cost incurred by the public authority