

## Information available from Grundisburgh & Culpho Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (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 and/or web site)</p> <p>Notice Boards Web Site From the Clerk</p>	
Who's who on the Council and its Committees	Notice Boards/Web Site	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Notice Boards/Web Site	
Location of main Council office and accessibility details	Notice Boards/Web Site	
Staffing structure		
<p><b>Class 2 – What we spend and how we spend it</b> (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>	<p>(hard copy and/or web site)</p> <p>Post Office/Web Site From the Clerk</p>	
Annual return form and report by auditor	From the Clerk/Post Office	

Finalised budget	From the Clerk/Post Office	
Precept	From the Clerk/Post Office	
Borrowing Approval letter		
Financial Standing Orders and Regulations	From the Clerk/Post Office	
Grants given and received	From the Clerk	
List of current contracts awarded and value of contract		
Members' allowances and expenses		
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy and/or web site)  From the Clerk	
Parish Plan (current and previous year as a minimum)	Web Site & from the Clerk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web Site & from the Clerk	
Quality status	Web Site & from the Clerk	
Local charters drawn up in accordance with DCLG guidelines		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy and/or web site)	
Current and previous council year as a minimum	Council Meetings Minutes on Web Site or from the Clerk	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web Site & from the Clerk	
Agendas of meetings (as above)	Web Site & from the Clerk	

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web Site & from the Clerk	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Web Site & from the Clerk	
Responses to consultation papers	From the Clerk	
Responses to planning applications	From the Clerk	
Bye-laws	From the Clerk	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Web Site & from the Clerk	
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	Post Office & from the Clerk	
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	From the Clerk	

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)		
Information security policy	From the Clerk	
Records management policies (records retention, destruction and archive)	From the Clerk	
Data protection policies	From the Clerk	
Schedule of charges (for the publication of information)	From the Clerk	
<b>Class 6 – Lists and Registers</b>	(hard copy or website; 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)	From the Clerk	
Assets Register	From the Clerk	
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)	From the Clerk	
Register of members' interests	From the Clerk	
Register of gifts and hospitality		
<b>Class 7 – The services we offer</b>	(hard copy or website; 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	From the Clerk	
Burial grounds and closed churchyards		

Community centres and village halls		
Parks, playing fields and recreational facilities	From the Clerk	
Seating, litter bins, clocks, memorials and lighting	From the Clerk	
Bus shelters	From the Clerk	
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	No charge is made for hard copies of documents	

**Contact details:**

Mr. John Ager – Parish Clerk  
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