

PARHAM PARISH COUNCIL

Information available from Parham Parish Council under the Freedom of Information Act Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - who we are and what we do Current information only - Who's who on the Council and its Committee - Contact details for Parish Clerk and Council members	Available free on website address Under Parish Council page: http://parham.suffolk.cloud Available free on noticeboards or hard copy from Clerk	see below **
Class 2 – What we spend and how we spend it Current and previous financial year as a minimum - Current and previous financial year's accounts - Annual Return Form and Auditor's Report - Finalised Budget - Financial Regulations	Available free on website address: http://parham.suffolk.cloud or hard copy from Clerk*	see below **
Grants given and received including:	Available in minutes of meetings on village website or hard copy from Clerk*	see below **
Precept Details	Available in minutes of meetings on village website or hard copy from Clerk*	see below **
Finalised Budget	Available in minutes of meetings on village website or hard copy from Clerk*	see below **
Class 3 – What our priorities are and how we are doing		
□ Annual Report to Parish Meeting	On website or hand copy from Clerk*	see below **

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Class 4 – How we make decisions • Timetable of Parish Council Meetings for current year • Agendas of meetings • Minutes of meetings (this will exclude information that is properly regarded as private to the meeting) • Reports presented to council meetings (this will exclude information that is regarded as private to the meetings)	Available free on website or noticeboards Available free on website or noticeboards Available free on website or from Clerk* Available free on website or from Clerk*	see below **
☐ Responses to consultation papers	On request to the Parish Clerk*	see below *
☐ Responses to planning applications	Included within the minutes or on East Suffolk Council planning website	see below *
Class 5 – Our policies and procedures • Procedural Standing Orders • Code of Conduct • Policy Statements • Financial Standing Orders	Contact the Clerk with specific requests for any policies & procedures or visit the website	see below *
☐ Policies relating to the employment of staff	“	see below **
☐ Policies for handling requests for information	“	see below **
☐ Complaints Procedure & Policy	“	see below **
☐ Lone Worker Policy	“	see below **
☐ Equality & Diversity policy	“	see below **
☐ Disciplinary Procedure	“	
☐ Data protection policy	“	see below **
☐ Schedule of charges for the publication of information	Attached to the end of this register	see below **
Class 6 – Lists and Registers • Assets Register • Register of Members’ Interest	On website or on request to the Parish Clerk* Link available via village website and East Suffolk Council’s website	see below ** see below **
☐ Register of gifts and hospitality	On request to the Parish Clerk	see below **
☐ Disclosure log (indicating the information that has been provided in response to requests;	On request to the Parish Clerk	see below **

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□ Leases and sub-leases held	On request to the Parish Clerk	see below **
Class 7 – The services we carry out • Village Greens • Bus Shelters • Hedge Cutting & Verge Clearance	Details and information on request to the Parish Clerk	see below **

Contact details:

Lydia Kindred
Silverlace Lodge
Silverlace Green
Parham
IP13 9AD

e-mail: parhamparishclerk@gmail.com

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
Disbursement cost	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 nd class & envelope
Statutory Fee		In accordance with the relevant legislation

* hard copy will incur a fee – see table above

** the actual cost incurred by the public authority