

# MONKS ELEIGH PARISH COUNCIL

## Information available from Monks Eleigh 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>(hard copy and/or website)</p> <p>Website address:  <a href="http://www.onesuffolk.co.uk/MonksEleighPC">www.onesuffolk.co.uk/MonksEleighPC</a></p>	
Who's who on the Council and its Committees	Available free on Website & Noticeboard or hard copy from Clerk.	£1 then 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Available free on Website & Noticeboard or hard copy from Clerk 01284 787178 or <a href="mailto:monkseleighpc@btconnect.com">monkseleighpc@btconnect.com</a>	£1 then 10p per sheet
Location of main Council office and accessibility details	Clerk's office: Roundstone House, Livermere Road, Great Barton, Suffolk, IP31 2SB. Meetings to be arranged at local venue	
Staffing structure	None except Clerk.	

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<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 website)</p> <p>Available free on Website or hard copy from Clerk.</p>	<p>£1 then 10p per sheet</p>
<p>Annual return form and report by auditor</p>	<p>Available free on Website or hard copy from Clerk</p>	<p>£1 then 10p per sheet</p>
<p>Finalised budget</p>	<p>Available free on Website or hard copy from Clerk</p>	<p>£1 then 10p per sheet</p>
<p>Precept</p>	<p>Available free on Website or hard copy from Clerk</p>	<p>£1 then 10p per sheet</p>
<p>Financial Standing Orders and Regulations</p>	<p>Hard copy from Clerk</p>	<p>£1 then 10p per sheet</p>
<p>Grants given and received</p>	<p>Hard copy from Clerk</p>	<p>£1 then 10p per sheet</p>
<p>List of current contracts awarded and value of contract</p>	<p>Hard copy from Clerk</p>	<p>£1 then 10p per sheet</p>
<p>Chairman's expenses</p>	<p>Hard copy from Clerk</p>	<p>£1 then 10p per sheet</p>
<p><b>Class 3 – What our priorities are and how we are doing</b>          (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>(hard copy or website)</p>	
<p>Parish Plan (current and previous year as a minimum)</p>	<p>None undertaken</p>	
<p>Annual Report to Parish or Community Meeting (current and previous year)</p>	<p>Hard copy from Clerk</p>	<p>£1 then 10p</p>

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as a minimum)		per sheet
Quality status	None held	
Local charters drawn up in accordance with DCLG guidelines	None held	
Affordable Housing Survey	Hard copy from Clerk	£1 then 10p per sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	Available free on Website or hard copy from Clerk.	£1 then 10p per sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Available free on Website or hard copy from Clerk	£1 then 10p per sheet
Agendas of meetings (as above)	Available free on Website or hard copy from Clerk	£1 then 10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Available free on Website or hard copy from Clerk	£1 then 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Available free on Website or hard copy from Clerk	£1 then 10p per sheet
Responses to consultation papers	Available free on Website or hard copy from Clerk	£1 then 10p per sheet
Responses to planning applications	Available from Clerk	£1 then 10p per sheet
Bye-laws	None	£1 then 10p per sheet
<b>Class 5 – Our policies and procedures</b>	(hard copy or website)	

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(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	Contact the Clerk with specific requests for any policies	£1 then 10p per sheet
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Contact the Clerk with specific requests for any policies	£1 then 10p per sheet
Information security policy	None	
Records management policies (records retention, destruction and archive)		
Data protection policies	None	
Schedule of charges (for the publication of information)	Attached to this register	
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by	

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Currently maintained lists and registers only	inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Contact Clerk	£1 then 10p per sheet
Assets Register	Contact Clerk	£1 then 10p per 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 held	
Register of members' interests	Contact Clerk	£1 then 10p per sheet
Register of gifts and hospitality	Contact Clerk	£1 then 10p per sheet
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Contact Clerk	£1 then 10p per sheet
Burial grounds and closed churchyards	Contact P.C.C. of St Peter's Church, Monks Eleigh	
Community centres and village halls	Contact Monks Eleigh Village Hall Management Team	
Parks, playing fields and recreational facilities	Play area details on Website or contact Clerk	
Seating, litter bins, village pump and lighting	Contact Clerk	
A summary of services for which the council is entitled to recover a fee,	None	

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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		

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ £1 first sheet then 10p per sheet (black & white)	Cost of stationery & admin time
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

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<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority