

**Information available from Chilton Parish Council
under the model publication scheme from 1st July 2014**

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do This will be current information only		
Who's who on the Council and its Committees	Website Notice Boards From the Clerk	Free Free 10p/sheet
Contact details for Parish Clerk and Council members	Website Notice Boards From the Clerk	Free Free 10p/sheet
Location of main Council office and accessibility details	Website Notice Boards From the Clerk	Free Free 10p/sheet
Staffing structure	Website From the Clerk	Free 10p/sheet
Class 2 – What we spend and how we spend it Current and previous financial year as a minimum		
Annual return form and report by auditor	Website From the Clerk	Free 10p/sheet
Finalised budget	From the Clerk	10p/sheet
Precept	From the Clerk	10p/sheet
Borrowing Approval letter		
Financial Standing Orders and Regulations	Website From the Clerk	Free 10p/sheet
Grants given and received	From the Clerk	10p/sheet
List of current contracts awarded and value of contract	From the Clerk	10p/sheet
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing		
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	From the Clerk	10p/sheet
Quality status		
Local charters drawn up in accordance with DCLG guidelines		

Class 4 – How we make decisions Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Notice Board From the Clerk	Free Free 10p/sheet
Agendas of meetings (as above)	Website Notice Boards From the Clerk	Free Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website From the Clerk	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	From the Clerk	10p/sheet
Responses to consultation papers	From the Clerk	10p/sheet
Responses to planning applications	From the Clerk	10p/sheet
Bye-laws		
Class 5 – Our policies and procedures 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	Website From the Clerk	Free 10p/sheet
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)		
Information security policy		
Records management policies (records retention, destruction and archive)	From the Clerk	10p/sheet
Data protection policies		
Schedule of charges (for the publication of information)	Website Notice Board Bottom of this page	Free Free Free

Class 6 – Lists and Registers Currently maintained lists and registers only		
St Mary's Churchyard Register	From the Clerk	10p/sheet
Assets Register	From the Clerk	10p/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)		
Register of members' interests	Website From the Clerk	Free 10p/sheet
Register of gifts and hospitality	From the Clerk	10p/sheet
Class 7 – The services we offer Current information only		
Allotments		
Burial grounds and closed churchyards	From the Clerk	10p/sheet
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting	From the Clerk	10p/sheet
Bus shelters		
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)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Parish Council Newsletters	Website From the Clerk	Free 10p/sheet
Footpaths	From the Clerk	10p/sheet

Clerk Contact details: Dave Crimmin, Cragston, Sudbury Road,
Newton, Sudbury CO10 0QH

Telephone: 01787 375085

Email: chiltonpc@btinternet.com

Website: www.chilton.onesuffolk.net

SCHEDULE OF CHARGES

This describes how the charges have been arrived at:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost of clerk's time and printing.
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		
Other		