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
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
Class 3 – What our priorities are and how we are doing		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	From the Clerk or the parish website	10p/sheet Free of Charge

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
Class 5 – Our policies and procedures Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders	 Website From the Clerk	 Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff:		
Records management policies (records retention, destruction and archive)	From the Clerk	10p/sheet
Schedule of charges (for the publication of information)	Website Notice Board Bottom of this page	
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
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		
Burial grounds	From the Clerk	10p/sheet

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: **Christine Hargan**

Telephone: **01449 674727**

Email: **clerk@chiltonpcsuffolk.org.uk**

Website: **www.chiltonpcsuffolk.org.uk**

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.
	Postage	Actual cost of Royal Mail standard 2nd class