

Drinkstone Parish Council

Information available from Drinkstone Parish Council under the Model Publication Scheme

| Information to be published | How the information can be obtained | Cost |
|---|--|---------------|
| Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only | | |
| Who's who on the Council and its Committees | Hard Copy – contact the Clerk, Website | 10p per sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Village Notice Board, Website Or contact the Clerk | Free |
| Location of main Council office and accessibility details | Drinkstone PC do not have a main office | |
| Staffing structure | Hard Copy – contact the Clerk | 10p per sheet |
| Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) | | |
| Annual return form and report by auditor | Website – Hard copy - contact the clerk | 10p per sheet |
| Finalised budget | Hard Copy – contact the clerk - Website | 10p per sheet |
| Precept | Via Minutes, Hard Copy – contact the Clerk; Website | 10p per sheet |
| Borrowing Approval letter | Drinkstone PC do not currently borrow | |
| Financial Standing Orders and Regulations | Hard Copy – contact the clerk - Website | 10p per sheet |

Drinkstone Parish Council

| | | |
|--|---|---------------|
| Grants given and received | Hard Copy – contact the clerk | 10p per sheet |
| List of current contracts awarded and value of contract | Hard Copy – contact the clerk | 10p per sheet |
| Members’ allowances and expenses | Hard copy – contact the clerk | 10p per sheet |
| | | |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Parish Plan | Website Hard Copy – contact the Clerk | 10p per sheet |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Hard Copy – contact the clerk | 10p per sheet |
| Quality status | Drinkstone PC do not currently have Quality Status | |
| Local charters drawn up in accordance with DCLG guidelines | There are currently no charters in operation | |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website, Notice Board, Hard Copy – contact the Clerk | 10p per sheet |
| Agendas of meetings (as above) | Website, Notice Board, Hard Copy – contact the Clerk | 10p per sheet |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Website, Hard Copy – contact the Clerk | 10p per sheet |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Website, Hard Copy – contact the Clerk | 10p per sheet |

Drinkstone Parish Council

| | | |
|--|--|---------------|
| Responses to consultation papers | Hard Copy – contact the clerk, Via minutes on PC Website or District Council website | 10p per sheet |
| Responses to planning applications | Hard Copy – contact the clerk, Via minutes on Website or District Council website | 10p per sheet |
| Bye-laws | Drinkstone PC do not currently have any byelaws | |
| <p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p> | | |
| 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 | Hard Copy – contact the Clerk, Website | 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 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) | Hard Copy – contact the Clerk, Website – Contact the clerk | 10p per sheet |
| Information security policy Records management policies (records retention, destruction and archive) Data protection policies | Hard Copy – contact the Clerk, | 10p per sheet |

Drinkstone Parish Council

| | | |
|--|--|---------------|
| Schedule of charges (for the publication of information) | Within this document | |
| Class 6 – Lists and Registers Currently maintained lists and registers only | (some information may only be available by inspection) | |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | None held | |
| Assets Register | Hard Copy – contact the Clerk - Website | 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 | District Council website, Hard Copy – contact the Clerk | 10p per sheet |
| Register of gifts and hospitality | None held | |
| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only | (some information may only be available by inspection) | |
| Allotments | Drinkstone PC runs two allotment sites - Contact the clerk for details | |
| Burial grounds and closed churchyards | Drinkstone PC do not currently have a cemetery | |
| Community centres and village halls | Drinkstone Village Hall – Contact details available on VH notice board | Free |
| Parks, playing fields and recreational facilities | Playground – for info contact the Clerk | |
| Seating, litter bins, clocks, memorials and lighting | for info contact the Clerk | |
| Bus shelters | for info contact the Clerk | |
| Markets | Drinkstone PC do not currently operate a market | |

Drinkstone Parish Council

| | |
|---|---|
| Public conveniences | Drinkstone PC do not currently operate a public convenience |
| Agency agreements | Not applicable |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Not applicable |
| Additional Information | |
| None | |

Contact details:

Mrs Hilary Workman
 123 York Road
 Bury St Edmunds
 Suffolk IP33 3EG
 Tel: 07988 643772
 Email drinkstoneclerk@gmail.com

SCHEDULE OF CHARGES

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

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|--|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Actual cost * |
| | Colour copying not available | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | Not applicable | |
| Other | Staff time @ £25.00 per hour | Recommended by ICO |

* the actual cost incurred by the public authority