

## Information available from Ashby Herringfleet & Somerleyton 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>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Website: <a href="http://www.somerleyton.suffolk.gov.uk">www.somerleyton.suffolk.gov.uk</a></p> <p>Hard copy – contact Clerk</p>	<p>Free</p> <p>10p/sheet</p>
Who's who on the Council and its Committees	As above	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	As above and On Parish Noticeboard outside Post Office	
Location of main Council office and accessibility details	Clerk works from home, telephone for appointment	
Staffing structure	Clerk is only employee	
<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>Website</p> <p>Hard copy – contact Clerk</p>	<p>Free</p> <p>10p/sheet</p>
Annual return form and report by auditor	As above	
Finalised budget	As above	
Precept	As above	
Borrowing Approval letter	No current borrowings	

Financial Standing Orders and Regulations	As above	
Grants given and received	No current grants	
List of current contracts awarded and value of contract	No current contracts	
Members' allowances and expenses	No allowances agreed. Members reimbursed for agreed expenditure on Parish Council behalf.	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Website	Free
	Hard copy – contact Clerk	10p/sheet
Parish Plan (current and previous year as a minimum)	None	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Within minutes of Annual Parish Meeting	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	None	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	Website	Free
Current and previous council year as a minimum	Hard copy – contact Clerk	10p/sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	As above	
Agendas of meetings (as above) Agenda for next meeting on website, agendas of previous meetings available from Clerk	As above and On Parish Noticeboard outside Post Office	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	As above and On Parish Noticeboard outside Post Office	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	As above	
Responses to consultation papers	Within meeting minutes	

Responses to planning applications	Within meeting minutes	
Bye-laws	None	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Website  Hard copy – contact Clerk	Free  10p/sheet
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 NB Only Parish Council officer is the Clerk/Responsible Financial Officer Code of Conduct Policy statements	As above	
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)	As above	
Information security policy	As above	
Records management policies (records retention, destruction and archive)	As above	
Data protection policies	As above	
Schedule of charges (for the publication of information) - At the foot of this document	As above	

<b>Class 6 – Lists and Registers</b>	Website	Free
Currently maintained lists and registers only	Hard copy – contact Clerk (some information may only be available by inspection)	10p/sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection only – contact Clerk	
Assets Register	Inspection only – contact Clerk	
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)	Inspection only – contact Clerk	
Register of members' interests	Inspection only – contact Clerk	
Register of gifts and hospitality	Inspection only – contact Clerk	
<b>Class 7 – The services we offer</b>	Website	Free
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Hard copy – contact Clerk (some information may only be available by inspection)	10p/sheet
Current information only		
Allotments	None, contact Somerleyton Estate	
Burial grounds and closed churchyards	None – contact Rector	
Community centres and village halls	None – contact Somerleyton Community Association	
Parks, playing fields and recreational facilities	The Green – contact Clerk The Playing Field – contact Somerleyton Community Association	
Seating, litter bins, clocks, memorials and lighting	See Asset Register above	

Bus shelters	None	
Markets	None	
Public conveniences	None	
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Nil		

**Contact details:**

**Website** – [www.somerleyton.suffolk.gov.uk](http://www.somerleyton.suffolk.gov.uk)

**Parish Clerk** – Mr P Douch, 4 Marsh Lane, Somerleyton, Lowestoft, Suffolk, NR32 5QX

Tel 01502 731766 Email [pc@somerleyton.suffolk.gov.uk](mailto:pc@somerleyton.suffolk.gov.uk)

## 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 @10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<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