

## Information available from Trimley St Mary Parish Council under the model publication scheme January 2009

Information to be published	How the information can be obtained	Cost for Copy
<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>	(hard copy and/or website)	
<p>Who's who on the Council and its Committees</p>	Available on Website or hard copy	£1 then 10p per sheet
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	Available on website or as hard copy. Contact the Clerk Mrs D Cooper Tel: (01394) 285193 24 Seaton Road, Felixstowe, IP11 9BP e-mail: <a href="mailto:clerk@trimley-st-mary.org.uk">clerk@trimley-st-mary.org.uk</a>	£1 then 10p per sheet
<p>Location of main Council office and accessibility details</p>	Clerk as above and parish meetings	
<p>Staffing structure</p>	Clerk	

<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>	Hard copy contact Clerk	£1 then 10p per sheet
Annual return form and report by auditor	Hard copy contact Clerk	£1 then 10p per sheet
Finalised budget	Hard copy contact Clerk	£1 then 10p per sheet
Precept	Hard copy contact Clerk	£1 then 10p per sheet
Borrowing Approval letter	Hard copy contact Clerk	
Financial Standing Orders and Regulations	Hard copy contact Clerk	£1 then 10p per sheet
Grants given and received	Hard copy contact Clerk	£1 then 10p per sheet
List of current contracts awarded and value of contract	Hard copy contact Clerk	£1 then 10p per sheet
Members' allowances and expenses	Hard copy contact Clerk	£1 then 10p per sheet
<p><b>Class 3 – What our priorities are and how we are doing</b>                  (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	Hard copy contact Clerk	£1 then 10p per sheet
Parish Plan (current and previous year as a minimum)	(hard copy and/or website)	£1 then 10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	(hard copy and/or website)	£1 then 10p per sheet
Quality status	None	
Local charters drawn up in accordance with DCLG guidelines	None	

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	Hard copy contact Clerk	£1 then 10p per sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy contact Clerk	£1 then 10p per sheet
Agendas of meetings (as above)	Hard copy contact 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.	Hard copy contact 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.	Hard copy contact Clerk	£1 then 10p per sheet
Responses to consultation papers	Hard copy contact Clerk	£1 then 10p per sheet
Responses to planning applications	Hard copy contact Clerk	£1 then 10p per sheet
Bye-laws	None	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	Contact the Clerk for specific information	£1 then 10p per sheet
<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</p>	Contact the Clerk for specific information	£1 then 10p per sheet

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	Contact the Clerk for specific information	£1 then 10p per sheet
Information security policy	None	
Records management policies (records retention, destruction and archive)	None	
Data protection policies	None	
Schedule of charges )for the publication of information)	Attached	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	(hard copy or website; 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)		
Assets Register	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)	Not available	
Register of members’ interests	Contact Clerk	
Register of gifts and hospitality	Contact Clerk	

<p><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)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments	None	
Burial grounds and closed churchyards	None	
Village halls	Contact Welcome Hall Committee – see Welcome Hall Hall Notice Board	
Stennett's Playing Field		
Litter bins, memorials and lighting	Contact Clerk	
Bus shelters	Contact Clerk	
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	
<p><b>Additional Information</b>                  This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

**Contact details: Clerk Trimley St Mary Parish Council**

Mrs D Cooper  
Tel: (01394) 285193  
24 Seaton Road, Felixstowe, IP11 9BP  
e-mail: [clerk@trimley-st-mary.org.uk](mailto:clerk@trimley-st-mary.org.uk)

## 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
<b>Disbursement cost</b>	Photocopying @ £1per sheet (black & white)	Actual cost of stationary & admin time and postage
	Photocopying @ .p per sheet (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

\* The actual cost incurred by the public authority