

Bildeston Parish Council

Publication Scheme

Date of Adoption: 13th February, 2017

Publication Scheme

Introduction

The Freedom of Information Act 2000 defines the public authorities that are covered by the Act and so are required to adopt and maintain a publication scheme. Paragraph 7, Part II of Schedule 1 of the Freedom of Information Act defines a local authority within the meaning of the Local Government Act 1972 as a public authority. This includes a parish, town and community council in England and Wales.

Bildeston Parish Council seeks to make information available to the public in accordance with the scheme below:

Information	Availability (the information may be available in both formats or only one format – please contact the Parish Clerk for details)	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Web site or Hard copy from Parish Clerk	Free Copy Charge
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web site or Hard copy from Parish Clerk	Free Copy Charge
Location of main Council office	Web site or Hard copy from Parish Clerk	Free Copy Charge
Staffing structure	Web site or Hard copy from Parish Clerk	Free Copy Charge

Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Web site or Hard copy from Parish Clerk	Free Copy Charge
Finalised budget	Web site or Hard copy from Parish Clerk	Free Copy Charge
Precept	Web site or Hard copy from Parish Clerk	Free Copy Charge
Borrowing Approval letter (if any)	Web site or Hard copy from Parish Clerk	Free Copy Charge
Standing Orders and Financial Regulations	Web site or Hard copy from Parish Clerk	Free Copy Charge
Grants	Web site or Hard copy from Parish Clerk	Free Copy Charge
List of current contracts awarded and value of contract (if any)	Web site or Hard copy from Parish Clerk	Free Copy Charge
Members' allowances and expenses (if any)	Web site or Hard copy from Parish Clerk	Free Copy Charge

Class 3 – What our priorities are and how we are doing		
Parish Plan	Web site or Hard copy from Parish Clerk	Free Copy Charge
Annual Reports to Parish Meeting	Web site or Hard copy from Parish Clerk	Free Copy Charge
Parish Council accreditation (none) but has adopted General Power of Competence	Web site or Hard copy from Parish Clerk	Free Copy Charge
Local charters drawn up in accordance with DCLG guidelines	Not applicable	

Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web site or Hard copy from Parish Clerk	Free Copy Charge
Agendas of meetings	Web site or Hard copy from Parish Clerk	Free Copy Charge
Minutes of meetings	Web site or Hard copy from Parish Clerk (Note: copies also published in Parish Magazine)	Free Copy Charge
Reports presented to meetings	Web site	Free

	or Hard copy from Parish Clerk	Copy Charge
Responses to consultation papers	Web site or Hard copy from Parish Clerk	Free Copy Charge
Responses to planning applications	Web site or Hard copy from Parish Clerk	Free Copy Charge
Bye-laws (there are currently no bylaws)	Not applicable	

Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Standing orders Committee and sub-committee terms of reference (none) Delegated authority in respect of officers (none) Code of conduct	Web site or Hard copy from Parish Clerk	Free Copy Charge
Policies and procedures for the provision of services and about the employment of staff	Web site or Hard copy from Parish Clerk	Free Copy Charge
Records management policies (records retention, destruction and archive)	Web site or Hard copy from Parish Clerk	Free Copy Charge
Data protection policy/Information security policy	Web site or Hard copy from Parish Clerk	Free Copy Charge

Schedule of charges for the publication of information)	Please see below	

Class 6 – Lists and Registers		
Any publicly available register or list	Web site or Hard copy from Parish Clerk	Free Copy Charge
Asset Register	Web site or Hard copy from Parish Clerk	Free Copy Charge
Disclosure log	Web site or Hard copy from Parish Clerk	Free Copy Charge
Register of members' interests	Web site or Hard copy from Parish Clerk	Free Copy Charge
Register of gifts and hospitality	Web site or Hard copy from Parish Clerk	Free Copy Charge

Class 7 – The services we offer (this does not include its role as custodian trustee)		
Bins – Dog, Litter and Grit	Web site or Hard copy from Parish Clerk	Free Copy Charge
Coronation Playground including play facilities, goals, skate park, fencing etc.	Web site	Free

Grounds Maintenance (part is service provision to other bodies in the village)	Web site or Hard copy from Parish Clerk	Free Copy Charge
Seats	Web site or Hard copy from Parish Clerk	Free Copy Charge
Market Place, Clock Tower, Bollards, Noticeboard and War Memorial	Web site	Free
Grove Cemetery	Web site	Free

(Please note that part of the above information and some additional information will be published on the Parish website in accordance with the Parish Council's duties under the Transparency Code applying to Parish Councils of its size).

Charges:

Charge	Description	Basis
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 30p per sheet (colour)	Actual cost
	Actual cost of Royal Mail standard 2 nd class	Actual cost
Statutory Fee	In accordance with the relevant legislation	Law

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