

SOMERSHAM PARISH COUNCIL

Information available from Somersham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - who we are and what we do Current information only <ul style="list-style-type: none"> • Who's who on the Council and its Committee • Contact details for Parish Clerk and Council members • Details of accessibility to Parish Council 	Available free on website address: www.somersham.suffolk.cloud Available free on noticeboards or hard copy from Clerk	See Below **
Location of Parish Council Office and accessibility details	'The Knoll', 1 All Saints Road, Creeting St Mary, Ipswich, Suffolk IP6 8NF Tuesdays, Wednesdays, Thursdays and Fridays – 9am – 2.30pm	
Staffing structure	Clerk to the Council	
Class 2 – What we spend and how we spend it Current and previous financial year as a minimum <ul style="list-style-type: none"> • Current and previous financial year's accounts • Annual Return Form and Auditor's Report • Finalised Budget • Precept Details • Standing Orders • Financial Regulations • Grants given and received 	Available free on website address: www.somersham.suffolk.cloud or hard copy from Clerk*	see below **
<ul style="list-style-type: none"> • Members' allowances and expenses 	Hard copy from Clerk*	see below **
<ul style="list-style-type: none"> • Chairman's expenses 	Hard copy from Clerk*	see below **
<ul style="list-style-type: none"> • Annual Report to Parish Meeting 	On website or hand copy from Clerk*	see below **
Class 3 – What our priorities are <ul style="list-style-type: none"> • Provision of defibrillator – Village Green • Provision of Speed Sign • Website improvements • Monitoring and Maintenance of Village Green • General maintenance of village and its assets 	Hard copy from Clerk*	see below **

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<p>Class 4 – How we make decisions</p> <ul style="list-style-type: none"> • Timetable of Parish Council Meetings for current year • Agendas of meetings • Minutes of meetings (this will exclude information that is properly regarded as private to the meeting) • Reports presented to council meetings (this will exclude information that is regarded as private to the meetings) 	<p style="text-align: center;">Available free on website Available free on website or noticeboards Available free on website or from Clerk*</p> <p style="text-align: center;">Available free on website or from Clerk*</p>	<p style="text-align: center;">see below **</p>
<ul style="list-style-type: none"> • Responses to consultation papers 	<p style="text-align: center;">On request to the Parish Clerk*</p>	<p style="text-align: center;">see below *</p>
<ul style="list-style-type: none"> • Responses to planning applications 	<p style="text-align: center;">Included within the minutes</p>	<p style="text-align: center;">see below *</p>
<p>Class 5 – Our policies and procedures</p> <ul style="list-style-type: none"> • Procedural Standing Orders • Financial Regulations • Code of Conduct • Document Retention Policy • Data Protection Policy • Training Policy • Freedom of Information Policy • Complaints Procedure 	<p style="text-align: center;">Contact the Clerk with specific requests for any policies & procedures or visit the website</p>	<p style="text-align: center;">see below *</p>
<p>Class 6 – Lists and Registers</p> <ul style="list-style-type: none"> • Assets Register 	<p style="text-align: center;">On website or on request to the Parish Clerk *</p>	<p style="text-align: center;">see below **</p>
<ul style="list-style-type: none"> • Register of Members' Interest 	<p style="text-align: center;">On request to the Parish Clerk *</p>	<p style="text-align: center;">see below **</p>
<p>Class 7 – The services we offer</p> <ul style="list-style-type: none"> • Provision of Dog & Litter Bins • Street Furniture (seating / village sign / noticeboards) • Telephone Box housing Defibrillator • Grass Cutting 	<p style="text-align: center;">Details and information on request to the Parish Clerk *</p>	<p style="text-align: center;">see below **</p>

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Contact details:

Mrs J Blackburn, Clerk & RFO
'The Knoll'
1 All Saints Road
Creting St Mary
Ipswich
Suffolk IP6 8NF
Tel: 01449 721369

email: somersham.pc@outlook.com

SCHEDULE OF CHARGES – where applicable

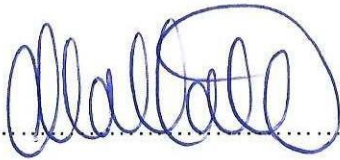
This describes how the charges have been arrived at and is published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE – cost of stationary & admin time
Disbursement cost	Photocopying @ £1 first sheet then 10p per sheet (black & white) or 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation

* Hard copy will incur a fee – see table above

** the actual cost incurred by the public authority

Signed:



Dated:

02/03/2022