

# 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
<b>Class 1 - who we are and what we do</b> Current information only <ul style="list-style-type: none"> <li>• Who's who on the Council and its Committee</li> <li>• Contact details for Parish Clerk and Council members</li> <li>• Details of accessibility to Parish Council</li> </ul>	Available free on website address: <a href="http://www.somersham.suffolk.cloud">www.somersham.suffolk.cloud</a>  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	
<b>Class 2 – What we spend and how we spend it</b> Current and previous financial year as a minimum <ul style="list-style-type: none"> <li>• Current and previous financial year's accounts</li> <li>• Annual Return Form and Auditor's Report</li> <li>• Finalised Budget</li> <li>• Precept Details</li> <li>• Standing Orders</li> <li>• Financial Regulations</li> <li>• Grants given and received</li> </ul>	Available free on website address: <a href="http://www.somersham.suffolk.cloud">www.somersham.suffolk.cloud</a> or hard copy from Clerk*	see below **
<ul style="list-style-type: none"> <li>• Members' allowances and expenses</li> </ul>	Hard copy from Clerk*	see below **
<ul style="list-style-type: none"> <li>• Chairman's expenses</li> </ul>	Hard copy from Clerk*	see below **
<ul style="list-style-type: none"> <li>• Annual Report to Parish Meeting</li> </ul>	On website or hand copy from Clerk*	see below **
<b>Class 3 – What our priorities are</b> <ul style="list-style-type: none"> <li>• Provision of defibrillator – Village Green</li> <li>• Provision of Speed Sign</li> <li>• Website improvements</li> <li>• Monitoring and Maintenance of Village Green</li> <li>• General maintenance of village and its assets</li> </ul>	Hard copy from Clerk*	see below **

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

# SOMERSHAM PARISH COUNCIL

**Contact details:**

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

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## 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:  .....