

# **Ringshall Parish Council**

## **Publication Guide**

**V1.1**

## Version Control

Document Reference	FOI02
Approval Committee	Full Council
Version	V1.1
First Adopted	
Next Review Date	May 2020

## Policy History

Version:	Author:	Reason for Issue:	Date:	Approval Minute:
1.0	Clerk	New Policy	04/19	
1.1	Clerk	Corrected Costings	05/19	

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<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>		
Who's who on the Council and its Committees	Website Parish Clerk - Hard Copy	Free £0.10 per sheet
Contact details for Parish Clerk - Hard Copy and Council members (named contacts where possible with telephone number and email address (if used))	Website Parish Clerk - Hard Copy	Free £0.10 per sheet

Location of main Council office and accessibility details	Website Parish Clerk - Hard Copy	Free Free
Staffing structure	Parish Clerk - Hard Copy	£0.10 per sheet
Declarations of Acceptance of Office	Parish Clerk - Hard Copy	£0.10 per sheet
<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)  Current and previous financial year as a minimum		
Annual return form and report by auditor	Website Parish Clerk - Hard Copy	Free £0.10 per sheet
Finalised budget	Parish Clerk - Hard Copy	£0.10 per sheet
Precept	Parish Clerk - Hard Copy	£0.10 per sheet
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Parish Clerk - Hard Copy	£0.10 per sheet
Grants given and received	Parish Clerk - Hard Copy	£0.10 per

		sheet
List of current contracts awarded and value of contract	Parish Clerk - Hard Copy	£0.10 per sheet
Members' allowances and expenses	Parish Clerk - Hard Copy	£0.10 per sheet
Receipt/Payments books and Bank Statements (Limited to the last financial year)	Parish Clerk - Hard Copy	£0.10 per sheet
VAT Records (Limited to the last financial year)	Parish Clerk - Hard Copy	£0.10 per sheet
Risk Assessment Information	Website Parish Clerk - Hard Copy	Free £0.10 per sheet
<b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	Parish Clerk - Hard Copy	£0.10 per sheet
Emergency Plan	Website	Free
Annual Report to Parish or Community Meeting (current and previous year as	Parish Clerk - Hard Copy	£0.10 per

a minimum)		sheet
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
<b>Class 4 – How we make decisions</b>		
(Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Parish Clerk - Hard Copy	Free £0.10 per sheet
Agendas of meetings (as above)	Website Parish Clerk - Hard Copy	Free £0.10 per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Parish Clerk - Hard Copy	Free £0.10 per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website where possible Parish Clerk - Hard Copy	Free £0.10 per sheet
Responses to consultation papers	Website where possible	Free

	Parish Clerk - Hard Copy	£0.10 per sheet
Responses to planning applications	On planning portal	Free
Bye-laws	N/A	N/A
<p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>Parish Clerk - Hard Copy</p> <p>Also Website</p>	<p>£0.10 per sheet per item</p> <p>Free</p>
Policies and procedures for the provision of services and about the employment of staff:	Parish Clerk - Hard Copy	£0.10 per sheet per

<p>Internal instructions to staff and policies relating to the delivery of services:</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Also Website</p>	<p>item</p> <p>Free</p>
<p>Information security policy</p>	<p>N/A</p>	<p>N/A</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Website</p> <p>Parish Clerk - Hard Copy</p>	<p>Free</p> <p>£0.10 per sheet</p>
<p>Data protection policies</p>	<p>Website</p> <p>Parish Clerk - Hard Copy</p>	<p>Free</p> <p>£0.10 per sheet per item</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Website</p> <p>Parish Clerk - Hard Copy</p>	<p>Free</p> <p>£0.10 per sheet</p>
<p><b>Class 6 – Lists and Registers</b></p>		



Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	N/A
Asset register	Website Parish Clerk - Hard Copy	Free £0.10 per sheet
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)	Parish Clerk - Hard Copy	£0.10 per sheet
Register of members' interests	Midsuffolk Website	Free?
Register of gifts and hospitality	Parish Clerk - Hard Copy	£0.10 per sheet
<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)  Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	

Community centres and village halls	Website Parish Clerk - Hard Copy	Free £0.10 per sheet
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Parish Clerk - Hard Copy	£0.10 per sheet
Bus shelters	Parish Clerk - Hard Copy	£0.10 per sheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

Dave Smith

Parish Clerk - Hard Copy to Ringshall Parish Council

[pc.ringshall@gmail.com](mailto:pc.ringshall@gmail.com)

01473 657015

Maple Cottage

Offton Road

Ringshall

Stowmarket

IP14 2JD

<http://www.ringshall.onesuffolk.net/>

DRAFT

## 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 @ ..p per sheet (black & white)	Actual cost 10p per sheet
	Photocopying @ ..p per sheet (colour)	Actual cost £25 as no access to colour photocopier in Parish
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		<p>In accordance with the relevant legislation.</p> <p>The material provided in response to the request should be provided at cost. However, if staff costs are incurred in compiling the request these must be calculated at £25 per person per hour, regardless of the actual costs involved.</p> <p>Under s12(2) of the Local Government Act 1972 if the costs exceed £450 the request has moved outside of the appropriate limit and the Council will not have to comply</p>

<b>Other</b>		

DRAFT