

Information available from Shimpling Parish Council under the model FOI publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (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>	<ul style="list-style-type: none"> • Hard copy from the Clerk • Village Noticeboards • Quarterly Parish Newsletter • Website http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website, Noticeboards and Parish Newsletter - free of charge</p>
<p>Who's who on the Council and its Committees</p>	<ul style="list-style-type: none"> • Hard copy from the Clerk • Village Noticeboards • Quarterly Parish Newsletter • Website http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website, Noticeboards and Parish Newsletter - free of charge</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<ul style="list-style-type: none"> • Hard copy from the Clerk • Village Noticeboards • Quarterly Parish Newsletter • Social media accounts • Website http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website, Social Media, Noticeboards and Parish Newsletter - free of charge</p>

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<p>Location of main Council office and accessibility details</p>	<ul style="list-style-type: none"> • Clerk contact details on noticeboards and website and in parish newsletter • By post and by prior personal appointment at: 9 Streetfield Close, Shimpling, Bury St Edmunds, Suffolk IP29 4HZ • Parish Council meets at Shimpling Village Hall - details of all meetings published on website, noticeboards and social media accounts and in newsletter 	<p>n/a</p>
<p>Staffing structure</p>	<p>Clerk is sole employee of Council</p>	<p>n/a</p>
<p>Class 2 – What we spend and how we spend it (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>	<ul style="list-style-type: none"> • Hard copy from Clerk • Website http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website - free of charge</p>
<p>Annual return form and report by auditor</p>	<ul style="list-style-type: none"> • Hard copy from Clerk • Website http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website - free of charge</p>
<p>Finalised budget</p>	<ul style="list-style-type: none"> • Hard copy from Clerk • Website http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website - free of charge</p>

Shimpling Parish Council - Freedom of Information Publication Scheme

Precept	<ul style="list-style-type: none"> • Hard copy from Clerk • Website http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website - free of charge</p>
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	<ul style="list-style-type: none"> • Hard copy from Clerk • Website http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website - free of charge</p>
Grants given and received	<ul style="list-style-type: none"> • Hard copy from Clerk • Website (where relevant to be found in accounting records in Financial Records section of website) http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website - free of charge</p>
List of current contracts awarded and value of contract	<ul style="list-style-type: none"> • Hard copy from Clerk only 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website - free of charge</p>
Members' allowances and expenses	<ul style="list-style-type: none"> • Hard copy from Clerk • Website (where relevant to be found in accounting records in Financial Records section of website) http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website - free of charge</p>

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	<p>All relevant council records, minutes, decisions etc:</p> <ul style="list-style-type: none"> • Hard copy from Clerk • Website http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website - free of charge</p>
<p>Parish Plan (current and previous year as a minimum)</p>	<p>n/a</p>	
<p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>	<ul style="list-style-type: none"> • Hard copy from Clerk • Website http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website - free of charge</p>
<p>Quality status</p>	<p>n/a</p>	
<p>Local charters drawn up in accordance with DCLG guidelines</p>	<p>n/a</p>	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>All relevant council records, minutes, decisions etc:</p> <ul style="list-style-type: none"> • Hard copy from Clerk • Website http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website - free of charge</p>

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<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<ul style="list-style-type: none"> • Hard copy from Clerk • Village Noticeboard(s) • Parish Newsletter • Website http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website, Noticeboards, Parish Newsletter - free of charge</p>
<p>Agendas of meetings (as above)</p>	<ul style="list-style-type: none"> • Hard copy from Clerk • Website http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website - free of charge</p>
<p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<ul style="list-style-type: none"> • Hard copy from Clerk • Website http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website - free of charge</p>
<p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<ul style="list-style-type: none"> • Hard copy from Clerk • Website http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website - free of charge</p>
<p>Responses to consultation papers</p>	<ul style="list-style-type: none"> • Hard copy from Clerk • Website http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website - free of charge</p>
<p>Responses to planning applications</p>	<ul style="list-style-type: none"> • Hard copy from Clerk • Website http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website - free of charge</p>
<p>Bye-laws</p>	<p>n/a</p>	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<ul style="list-style-type: none"> • Hard copy from Clerk • Website http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website - free of charge</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<ul style="list-style-type: none"> • Hard copy from Clerk • Website http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website - free of charge</p>

Shimpling Parish Council - Freedom of Information Publication Scheme

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</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>	<ul style="list-style-type: none"> • Hard copy from Clerk • Website http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website - free of charge</p>
<p>Information security policy</p>	<p>Contact the Clerk for more information.</p>	<p>If information is available: Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Contact the Clerk for more information.</p>	<p>If information is available: Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p>
<p>Data protection policies</p>	<ul style="list-style-type: none"> • Hard copy from Clerk • Website http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website - free of charge</p>
<p>Schedule of charges (for the publication of information)</p>	<ul style="list-style-type: none"> • FOI Publication Scheme - see end of the current document • Website http://shimplingpc.onesuffolk.net 	<p>See below</p>

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website - free of charge</p>
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>Contact the Clerk for more information on what may be available and what may be published.</p>	<p>If information is available: Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p>
<p>Assets register</p>	<ul style="list-style-type: none"> • Hard copy from Clerk • Website http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website - free of charge</p>
<p>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)</p>	<p>Contact the Clerk for more information</p>	<p>If information is available: Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p>
<p>Register of members' interests</p>	<ul style="list-style-type: none"> • Hard copy from Clerk • Website http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website - free of charge</p>
<p>Register of gifts and hospitality</p>	<ul style="list-style-type: none"> • Hard copy from Clerk 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p>
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<ul style="list-style-type: none"> • Hard copy from Clerk • Village Noticeboard(s) • Parish Newsletter • Website http://shimplingpc.onesuffolk.net 	<p>Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour</p> <p>Website, Noticeboards, Parish Newsletter - free of charge</p>

Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	<ul style="list-style-type: none"> Hard copy from Clerk 	Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour
Parks, playing fields and recreational facilities	<ul style="list-style-type: none"> Hard copy from Clerk 	Hard copy - 5p per side of A4 black and white, 10p per side of A4 in colour
Seating, litter bins, clocks, memorials and lighting	n/a	
Bus shelters	n/a	
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	
<p>Additional Information</p> <p>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>	<p>For any other additional information not covered in this publication schedule, please contact the Clerk in the first instance who will confirm whether or not the information exists and/or can be disclosed and whether there are any applicable charges.</p>	

CONTACT DETAILS:

Clerk to Shimpling Parish Council

9 Streetfield Close, Shimpling
Bury St Edmunds, Suffolk
IP29 4HZ

Tel: 01284 828148 / 07769 894806

Email: shimplingpc@gmail.com

Website: <http://shimplingpc.onesuffolk.net>

Twitter: @ShimplingPC

Facebook: Search for 'Shimpling Parish Council'

SCHEDULE OF CHARGES:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying / printing @ 5p per single side of A4 sheet (black & white)	Actual cost 5p
	Photocopying / printing @ 10p per single side of A4 sheet (colour)	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation applicable to the request (Clerk will confirm current fee upon request).