

Kersey Parish Council Publication Scheme

The following information is published by Kersey Parish Council under the Model Publication Scheme. Most information is available free of charge on the Kersey website www.kersey.suffolk.gov.uk

Information can also be obtained from the Parish Clerk; a charge will apply for hard copies see charging schedule below.

Information to be published	How the information can be obtained	Cost - See end of document
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only 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 Hard copy from the Clerk	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or hard copy from the Clerk Clerk: 01787 210859 or kerseyipc@gmail.com	
Location of main Council office and accessibility details	Website There is no Parish Council office. Meetings by appointment only. Council correspondence address: Bridges Farm The Tye Kersey Ipswich IP7 6HB Meetings usually held in Kersey Village Hall	
Staffing structure	One employee - the Clerk	

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<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>		
Annual return form and report by auditor	Website or hard copy from the Clerk	
Finalised budget	Website or hard copy from the Clerk	
Precept	Website or hard copy from the Clerk	
Borrowing approval letter		
Financial Standing Orders and Regulations	Website or hard copy from the Clerk	
Grants given and received	Hard copy from the Clerk	
List of current contracts awarded and value of contract	Hard copy from the Clerk	
Members' allowances and expenses	Hard copy from the Clerk	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan (current and previous year as a minimum)	Website or hard copy from the Clerk	
Annual report to Parish Meeting/Assembly (current and previous year as a minimum)	Website or hard copy from the Clerk	
Quality status		
Local charters drawn up in accordance with DCLG guidelines	None	
<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>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website or Hard copy from the Clerk	
Agendas of meetings (as above)	View on noticeboard, website or Hard copy from the Clerk	

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Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website or hard copy from the Clerk	
Reports presented to Council meetings - nb this will exclude information that is properly regarded as private to the meeting.	See minutes on website or hard copy from the Clerk	
Responses to consultation papers	See minutes on website or hard copy from the Clerk	
Responses to planning applications	Included in the minutes. Published on the local planning authority website (Babergh DC)	
Bye-laws	None	
Class 5 – Our policies and procedures		
(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of Council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website or hard copy from the Clerk	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and Diversity policy Health and Safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website or hard copy from the Clerk	
Information Security Policy	Website or hard copy from the Clerk	

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Records management policies (records retention, destruction and archive)	Website or hard copy from the Clerk	
Data protection policies	Website or hard copy from the Clerk	
Schedule of charges (for the publication of information)	See schedule of charges below at the end of this document.	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Website or hard copy from the Clerk	
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)		
Register of members' Interests	On Babergh District Council website, link from Kersey website	
Register of gifts and hospitality	Hard copy from the Clerk	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or some information may only be available by inspection)	
Allotments	None (contact The Nightingale Trust)	
Burial grounds and closed churchyards	None (contact St Mary's Church PCC)	
Community centres and village halls	None (contact Village Hall Committee)	
Parks, playing fields and recreational facilities	Website or hard copy from the Clerk and Kersey Playing Field Association	
Seating, litter bins, clocks, memorials and lighting	Hard copy from the Clerk	
Bus shelters	None	
Markets	None	
Public conveniences	None	
Agency agreements	None	

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A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Information about Community Organisations	Website	

Contact details: Clerk to Kersey Parish Council

Mrs Sarah Partridge, Bridges Farm, The Tye, Kersey, Ipswich IP7 6HB

Tel 01787 210859

Email: kerseypc@gmail.com

Website: www.kersey.suffolk.gov.uk

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
Disbursement cost	£1 stationery & admin time plus photocopying @ 10p per sheet (black & white)	Cost of stationery & admin time
	Photocopying @ ..p per sheet (colour)	Not available
	Packaging	Actual cost of packaging*
	Postage	Actual cost of Royal Mail standard 2 nd class*
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority