

## Information available from Pakenham Parish Council under the Freedom of Information Act model publication scheme

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	<p>(hard copy or website)</p> <p>Website:</p> <p>Pakenham.onesuffolk.net</p>	
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Website</p>	
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Website</p>	
<p>Location of main Council office and accessibility details</p>	<p>N/A</p>	
<p>Staffing structure</p>	<p>Website</p>	

<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy or website)</p> <p>Website</p>	
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	
Finalised budget	Website	
Precept	Website	
Borrowing Approval letter	N/A	
All items of expenditure above £100	Website	
Financial Standing Orders and Regulations	Website	
Grants given and received	Website	
List of current contracts awarded and value of contract	Website	
Members' allowances and expenses	N/A	
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	<p>(hard copy or website)</p> <p>Minutes - Website</p>	
Annual governance statement in format included in the Annual Return form	Website	
Parish Plan		

Annual Report to Parish Meeting	Website	Hard Copy 10p a page plus p& p
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment, as appropriate and relevant	Website	
<b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)  Website	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website & Parish Noticeboard	
Agendas of meetings (as above)	Website	Hard copy 10p per page + P&P
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Hard copy 10p per page + P&P
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	
Responses to consultation papers	Website	
Responses to planning applications	West Suffolk Council Website	
Bye-laws	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>(hard copy or website)</p> <p>Website</p>	
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	<p>Website</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<p>Website</p>	
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Website</p>	
<p><b>Class 6 – Lists and Registers</b></p>	<p>(hard copy or website;</p>	

Currently maintained lists and registers only.	some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		
Assets register, including details of public land and building assets	Website	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice		
Register of members' interests	West Suffolk Council website	
Register of gifts and hospitality	N/A	
<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	(hard copy or website; some information may only be available by inspection)	
Allotments	Website	
Burial grounds and closed churchyards	Website	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Website	
Bus shelters	Website	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to	Website	

recover a fee and details of those fees (eg burial fees)		
<b>Additional Information</b>		
Information not itemised in the lists above		

## Schedule of charges

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred