

Offton & Willisham Information Publication Policy

Information to be Published	How the Information can be Obtained	Cost
Class 1 - Who we are and what we do this will be current information only		
Who's who on the Council and it's committees	Website Noticeboard From the Clerk	Free Free 10p sheet*
Contact details for Parish Clerk and Council members	Website Noticeboard From the Clerk	Free Free 10p Sheet*
Staffing Structure	Website From the Clerk	Free 10p Sheet*
Class 2 - What we spend and how we spend it Current and previous financial year as a minimum		
Annual Return & Report by the Auditor	Website From the Clerk	Free 10p Sheet*
Finalised Budget	Website From the Clerk	Free 10p Sheet*
Precept	Website From the Clerk	Free 10p sheet*
Financial Regulations	Website From the Clerk	Free 10p sheet*
Grants given and received	Website From the Clerk	Free 10p sheet*
List of current contracts awarded	Website From the Clerk	Free 10p sheet*
Class 3 - What our Priorities are and how we are doing		
Annual Report to the Parish Meeting	Website From the Clerk	Free 10p sheet*
Minutes of Meetings	Website	Free

	From the Clerk	10p sheet*
Quality Status	Website From the Clerk	Free 10p sheet*
Council's Yearly Action Plan	Website From the Clerk	Free 10p sheet*
Class 4 - How we make decisions Current and previous year as a minimum		
Timetable of meetings	Website From the Clerk	Free 10p sheet*
Agendas of meetings	Website From the Clerk	Free 10p sheet*
Minutes of Meetings	Website From the Clerk	Free 10p sheet*
Reports presented to Council Meetings	From the Clerk	10p sheet*
Responses to Consultation Papers	From the Clerk	10p sheet*
Responses to Planning Applications	From the Clerk	10p sheet*
Class 5 - Our Policies and Procedures Current information only		
Standing Orders	Website From the Clerk	Free 10p sheet*
Financial Protocol	Website From the Clerk	Free 10p sheet*
Code of Conduct	Website From the Clerk	Free 10p sheet*
Equality & Diversity Policy	Website From the Clerk	Free 10p sheet
Publication Scheme & Policy	Website From the Clerk	Free 10p sheet
Data Policies (handling, retention, processing)	Website From the Clerk	Free 10p sheet
Health & Safety Policy	Website From the Clerk	Free 10p sheet

Risk Management Scheme	Website From the Clerk	Free 10p sheet
Transparency Code	Website From the Clerk	Free 10p sheet
Grant Awarding Policy	Website From the Clerk	Free 10p sheet
Training & Development Policy	Website From the Clerk	Free 10p sheet
Internal Control Document	Website From the Clerk	Free 10p sheet
Schedule of Charges (for the publication of information)	Website bottom of this page	Free Free
Class 6 - Lists and Registers Current lists and registers only		
Asset Register	Website From the Clerk	Free 10p sheet*
Register of Interests (ROI)	From the Clerk	10p sheet*
Register of gifts and hospitality	From the Clerk	10p sheet*
Class 7 - The services we offer Current information only		
Seating, Litter bins, Dog bins, Grit bins	From the Clerk	10p sheet*
Noticeboards, Village Signs	From the Clerk	10p sheet*
Additional Information		
From time to time other information is published by the Parish Council eg: Newsletter	Website From the Clerk	Free 10p sheet*

*The clerk can provide information for free via email. The clerk will also provide information free in other more accessible ways should a legitimate request be made.

Schedule of Fees

TYPE OF CHARGE	DESCRIPTION	REASON
Disbursement Cost	Photocopying / Printing 10p a sheet	Clerk time & materials
	Postage	Royal Mail 2nd class

Parish Clerk contact details:-

Miss T Davis
69 Gardeners Road
Debenham
Suffolk
IP14 6RX

Telephone: 07425 672631
email: clerk@offtonandwillisham-pc.gov.uk
Website: www.offtonandwillisham-pc.gov.uk

This Publication Policy is reviewed at every annual council meeting held in May.