

Publication Scheme

UFFORD PARISH COUNCIL

Judi Hallett

CLERK, UFFORD PARISH COUNCIL

Information available from Ufford Parish Council under the model publication scheme:

Class 1 - Who we are and what we do

Information to be made available	How the information can be obtained	Cost
Organisational information, structures, locations and contacts (This will be current information only)	Ufford Punch Monthly Website Village Notice boards*	Free Free Free
Who's who on the Council and its Committees	Website Ufford Punch Monthly	Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Ufford Punch Monthly Village Notice Boards	Free Free Free
Location of main Council office and accessibility details	Website Ufford Punch Monthly Village Notice Boards	Free Free Free
Staffing structure	Website	Free

Class 2 – What we spend and how we spend it

Information to be made available	How the information can be obtained	Cost
Income and Expenditure details: • Previous financial year • Current financial year	Hard copy and Web site Hard Copy	Free Free
Annual return form and report by auditor	Website Hard copy	Free 10p per sheet
Finalised budget	Website Hard copy	Free 10p per sheet
Precept	Website Hard copy	Free 10p per sheet
Borrowing Approval letter	n/a	

Financial Standing Orders and Regulations	Hard copy Website	10p per sheet Free
Grants given and received	Website Hard copy Ufford Punch	Free 10p per sheet Free
List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members' allowances and expenses	Hard copy	10p per sheet

Class 3 – What our priorities are and how we are doing it

Information to be made available	How the information can be obtained	Cost
Parish Plan	Website Hard Copy	Free 10p per sheet
Annual Report to Parish or Community Meeting	Hard copy	10p per sheet
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	

Class 4 – How we make decisions

Information to be made available	How the information can be obtained	Cost
Current and previous council year as a minimum	Website Hard copy	Free 10p per sheet
Timetable of meetings	Ufford Punch Monthly Notice Boards* Website	Free Free Free
Agendas of meetings (as above)	Hard copy Notice Boards* Website	10p per sheet Free Free
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per sheet
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per sheet
Responses to consultation papers	Hard copy	10p per sheet
Responses to planning applications	Hard copy Suffolk Coastal District Council	10p per sheet Free
Bye-laws	n/a	

Class 5 – Our policies and procedures

Information to be made available	How the information can be obtained	Cost
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	Hard copy Website N/A Hard copy Hard copy Website Hard copy Website	10p per sheet Free N/A 10p per sheet 10p per sheet Free 10p per sheet Free
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)	n/a Hard copy Website Hard Copy Website n/a Hard copy Website Hard copy Web Site	10p per sheet Free 10p per sheet Free N/A 10p per sheet Free 10p per sheet Free
Information security policy	n/a	
Records management policies (records retention, destruction and archive)	Hard copy	10p per sheet

Data protection policies	n/a	
Schedule of charges (for the publication of information)	Hard copy	10p per sheet

Class 6 – Lists and Registers

Information to be made available	How the information can be obtained	Cost
Any publicly available register or list (for example a list of persons buried in a grave yard managed by the Council) - if any are held this should be publicised; in most circumstances existing access provisions will suffice.	n/a	
Assets Register	Hard copy Website	10p per sheet Free
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)	n/a	
Register of members' interests	Hard copy	10p per sheet
Register of gifts and hospitality	Hard copy	10p per sheet

* - Notice boards are located at the entrance to Ufford Place, in the Recreation Ground car park and in Parklands

Hard copies of publications can be obtained by writing to Ufford Parish Council at: Mrs Judi Hallett, Clerk to Ufford Parish Council, Manor Farm, Hollesley, Woodbridge, Suffolk IP12 3NB or by telephoning 01394 411405 or by e-mailing ufford.pc@hotmail.com

Ufford Parish Council's web pages can be found at <http://ufford.onesuffolk.net/parish-council/>

Adopted by the Parish Council at a meeting on: *18th July 2017*

Signed:

Mrs Judi Hallett
Clerk

Mr Guy Foscett
Chairman