

FROSTENDEN UGGESHALL & SOUTH COVE GROUPED PARISH COUNCIL

Information available from the Parish Council under its Publication Scheme

The parish council will make the information available in any one of the following ways:

- Displayed on notice boards and website.
- available for inspection on request from the person named (clerk) as responsible for maintaining the scheme.
- a hard copy of the information may be supplied on request from the chairman or clerk named as responsible for maintaining the scheme.

Where a copy of the information is provided a reasonable charge may be made.

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Class 1 – who we are and what we do ~ Council members ~ Contact details for Parish Clerk & Council members ~ Details of accessibility to Parish Council ~ Staffing Structure	All on notice boards; In The Wren Letter and The Messenger	No charge
Class 2 – what we spend and how we spend it ~ Current and previous financial years accounts ~ Annual return form and Auditor's report ~ Finalised Budget ~ Precept details ~ Financial Regulations ~ Grants given and received ~ Members' allowances and expenses	All on request to the Parish Clerk	20p per A4 page if requested No charge
Class 3 – What our priorities are and how we are doing ~ Annual Report to Parish	Delivered at Annual Parish Meeting each year On request from Parish Clerk	No charge 20p per A4 page if requested

<p>Class 4 – How we make decisions</p> <ul style="list-style-type: none"> ~ Timetable of Meetings ~ Agendas for meetings ~ Minutes of Meetings ~ Reports presented to Meetings ~ Responses to consultations ~ Responses to Planning Applications 	<p>All on Noticeboards On request to the Parish Clerk</p> <p>Both included in Minutes Both on request to the Parish Clerk</p> <p>Included in Minutes</p>	<p>No charge 20p per A4 page if requested</p> <p>No charge 20p per A4 page if requested</p> <p>No charge 20p per A4 page if requested</p>
<p>Class 5 – Our Policies and Procedures</p> <ul style="list-style-type: none"> ~ Standing Orders ~ Committee and Sub-committee terms of reference ~ Delegated authority in respect of officers ~ Code of Conduct ~ Policy Statements 	<p>All on request to the Parish Clerk</p>	<p>20p per A4 page if requested</p>
<p>Class 6 – Lists and Registers</p> <ul style="list-style-type: none"> ~ Assets Register ~ Register of Members' Interests ~ Register of Gifts/Hospitality 	<p>On request to the Parish Clerk</p>	<p>20p per A4 page if requested</p>
<p>Class 7 – The services we offer</p> <ul style="list-style-type: none"> ~ Bus Shelters ~ Seating, memorials 	<p>All on request to the Parish Clerk</p>	<p>20p per A4 page if requested</p>