

Great Blakenham Parish Council

Freedom of Information Act 2000 – Model Publication Scheme

This guide identifies the information routinely made available by Great Blakenham Parish Council in accordance with the Freedom of Information Act 2000 and the Information Commissioner's Office Model Publication Scheme for local councils.

Information may be obtained from the Parish Council website, by email request to the Parish Clerk, or by inspection at arranged appointments where applicable.

Information Available from Great Blakenham Parish Council

Information to be Published	How the Information Can Be Obtained	Cost
Who We Are and What We Do		
List of Council members and their responsibilities, together with Council Committees	Website / from Parish Clerk	Free electronically / copying charges apply
Details of representation on local public bodies and external organisations	Website / from Parish Clerk	Free electronically
Postal address and email address for the Council	Website	Free
Contact details for the Parish Clerk and Councillors	Website / from Parish Clerk	Free electronically
Location of the main Council office and accessibility details	Website / by appointment with Parish Clerk	Free
Staffing structure	Website / from Parish Clerk	Free electronically
What We Spend and How We Spend It		
Statement of accounts and internal audit report included within the Annual Governance and Accountability Return (AGAR)	Website / from Parish Clerk	Free electronically
Finalised budget	Website / from Parish Clerk	Free electronically
Annual precept demand	Website / from Parish Clerk	Free electronically
Borrowing approval letter	From Parish Clerk (if applicable)	Free electronically
All items of expenditure above £100	Website / from Parish Clerk	Not held
Financial Standing Orders and Regulations	Website / from Parish Clerk	Free electronically
Grants awarded and received	Website / from Parish Clerk	Free electronically
List of current contracts awarded and value of contracts	From Parish Clerk	Free electronically
Members' allowances and expenses	From Parish Clerk	Free electronically
What Our Priorities Are and How We Are Doing		
Annual Governance Statement included within the AGAR	Website / from Parish Clerk	Free electronically
Parish Plan	Website / from Parish Clerk (if applicable)	Free electronically

Information to be Published	How the Information Can Be Obtained	Cost
Annual Report to the Parish Meeting	Website / from Parish Clerk	Free electronically
Quality status accreditation information	From Parish Clerk (if applicable)	Free electronically
Local charters drawn up in accordance with DLUHC guidelines	From Parish Clerk (if applicable)	Free electronically
Data Protection Impact Assessments and other impact assessments where relevant	From Parish Clerk	Free electronically where available
How We Make Decisions		
Timetable of Council and committee meetings	Website / noticeboards	Free
Agendas for meetings	Website / noticeboards	Free
Minutes of meetings	Website / from Parish Clerk	Free electronically
Reports presented to Council meetings	From Parish Clerk	Free electronically
Responses to consultation papers	From Parish Clerk	Free electronically
Responses to planning applications	Website / from Parish Clerk	Free electronically
Bye-laws	From Parish Clerk (if applicable)	Free electronically
Our Policies and Procedures		
Standing Orders	Website / from Parish Clerk	Free electronically
Committee and sub-committee terms of reference	Website / from Parish Clerk	Free electronically
Delegated authority arrangements	From Parish Clerk	Free electronically
Councillor Code of Conduct	Website / from Parish Clerk	Free electronically
Policy statements	Website / from Parish Clerk	Free electronically
Internal instructions to staff and service delivery policies	From Parish Clerk where publicly available	Free electronically
Equality and diversity policy	From Parish Clerk	Free electronically
Health and safety policy	From Parish Clerk	Free electronically
Recruitment policies and current vacancies	Website / from Parish Clerk	Free electronically
Policies and procedures for handling information requests	Website / from Parish Clerk	Free electronically
Complaints procedures	Website / from Parish Clerk	Free electronically
Records management and document retention policies	From Parish Clerk	Free electronically
Data protection, information security and CCTV policies	Website / from Parish Clerk	Free electronically
Lists and Registers		
Public registers maintained by the Council	Inspection by arrangement / from Parish Clerk	Free inspection
Asset register including land and building assets	Website / from Parish Clerk	Free electronically
FOI and EIR disclosure log	From Parish Clerk where maintained	Free electronically
Register of Members' Interests	Website / Mid Suffolk District Council website	Free
Register of gifts and hospitality	From Parish Clerk	Free electronically

Information to be Published	How the Information Can Be Obtained	Cost
The Services We Offer		
Allotments	From Parish Clerk (if applicable)	Free information
Burial grounds and closed churchyards	From Parish Clerk (if applicable)	Free information
Community centres and village halls	Website / from Parish Clerk	Free information
Parks, playing fields and recreational facilities	Website / from Parish Clerk	Free information
Seating, litter bins, clocks, memorials and lighting	From Parish Clerk	Free information
Bus shelters	From Parish Clerk	Free information
Markets	From Parish Clerk (if applicable)	Free information
Public conveniences	From Parish Clerk (if applicable)	Free information
Agency agreements	From Parish Clerk (if applicable)	Free electronically
Services for which the Council is entitled to recover a fee and details of those fees	Website / from Parish Clerk	Published fee schedule applies
Additional information	Any additional publicly available information held by the Council	As applicable

Schedule of Charges

The following charges may apply for providing information under the Freedom of Information Act 2000 and Environmental Information Regulations 2004.

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying (black and white)	10p per A4 sheet
Disbursement Cost	Photocopying (colour)	25p per A4 sheet
Disbursement Cost	Printing documents	Actual cost
Disbursement Cost	Postage	Actual Royal Mail 2nd Class cost
Disbursement Cost	Large maps or plans	Actual reproduction cost
Statutory Fee	Requests where a statutory fee applies	In accordance with relevant legislation
Inspection of documents	By appointment where appropriate	Free
Electronic copies	Documents supplied by email where possible	Free

Contact Details

Parish Clerk
Great Blakenham Parish Council

Email: clerk@greatblakenhamparishcouncil.gov.uk

Website: www.greatblakenhamparishcouncil.gov.uk

Requests for information should be submitted to the Parish Clerk.

This publication scheme was adopted by Great Blakenham Parish Council in accordance with the Information Commissioner's Office Model Publication Scheme for local councils.