

# Acton Parish Council

Paul MacLachlan, Clerk, 17 The Glebe, Lavenham, Suffolk, CO10 9SN  
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## Appendix 7: Guide to information available from the Parish Council under its Publication Scheme

Presented to Annual Parish Council Meeting dated 16 May 2016

The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

This scheme sets out Acton Parish Council's commitment to make certain classes of information routinely available. All the information listed below is available on request in hard copy. If the information is also available on the Parish Council's website at <http://acton.onesuffolk.net> this is indicated 'W' in the table.

The Council's charges for producing printed copies of this information are published at the foot of this document.

The Information Commissioner's model publication scheme, the Council's guide to information and schedule of fees are available on the Council's website. The same information can be requested in person from the Council's Clerk using the contact details at the head of this page.

<b>Class 1 information – Who we are and what we do</b> (Current information only)	
1.1 Contact details for the Clerk and Council members	W
1.2 Location of the Council's office and accessibility arrangements	W
1.3 The Council's staffing structure	
<b>Class 2 information – What we spend and how we spend it</b> (Current and previous financial year only)	
2.1 Annual return form and report by auditor	W
2.2 Finalised budget	W
2.3 Precept	W
2.4 Financial Regulations	W
2.5 Grants given and received	W
2.6 List and value of current contracts awarded	W
2.7 Members' allowances and expenses	W

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<b>Class 3 information – What our priorities are and how we are doing</b> (Current and previous financial year only)	
3.1 Report to Annual Parish Meeting	W
3.2 Published Annual Reports	W
<b>Class 4 information – How we make decisions</b> (Current and previous financial year only)	
4.1 Timetable of Annual Parish Meeting, Council meetings and Committee meetings	W
4.2 Agendas of meetings	W
4.3 Minutes of meetings	W
4.4 Reports presented to Council meetings	W
4.5 Responses to Consultation papers	W
4.6 Responses to planning applications – available on District. Council website	
4.7 Bye-laws - none	
<b>Class 5 information – Our policies and procedures</b> (Current information only)	
5.1 Procedural Standing Orders	W
5.2 Committee and Working Group terms of reference	W
5.3 Delegated authority	W
5.4 Councillors' code of conduct	W
5.5 Equality and diversity policy – not yet available	
5.6 Health and safety policy – not yet available	
5.7 Recruitment policy – not yet available	
5.8 Information security policy – not yet available	
5.9 Records management policy – not yet available	
5.10 Charging policy for the publication of information – see below	W
5.11 Complaints procedure	W
5.12 Grants procedure – not yet available	

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<b>Class 6 information – Lists and registers</b> (Current information only)	
6.1 Council asset register	W
6.2 Register of Members Disclosable Pecuniary interests	W
6.3 Register of gifts and hospitality	W
<b>Class 7 information – Services we offer</b> (Current information only)	
7.1 Playing field and recreational facilities	
7.2 Seating, litter bins, notice boards and village signs	
7.3 Bus shelters	
7.4 Allotments	

## **Charges which may be made for Information published under this scheme**

Material which is published and accessed on the Council's website is free of charge.

The following charges may be made for the following actual disbursements:

- printing – 5p per sheet (black and white), 10p per sheet (colour)
- photocopying – 10p per sheet (A4 only)
- postage – actual cost of postage
- packaging - 5p (DL envelope), 10p (A5 envelope), 20p (A4 or larger envelope)
- publications – actual cost of purchase and delivery
- the costs directly incurred as a result of viewing information

If staff costs are incurred in compiling the information this will be calculated at £25 per hour or part hour. If the cost is estimated to exceed £450 the Council will not have to comply with the request.

If a charge is to be made, confirmation of the likely payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

**Please contact the Clerk for further information.**