

Information available from Palgrave Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do <ul style="list-style-type: none"> Who's who on the Council and its Committee Contact details for Parish Clerk and Council members Details of accessibility to Parish Council Staffing Structure 	<p>Available free on website address: http://palgrave.onesuffolk.net/parish-council/ or on Parish noticeboard or hard copy from Clerk</p> <p>Clerk & Responsible Financial Officer to the Council</p>	see below**
Class 2 – What we spend and how we spend it <ul style="list-style-type: none"> Current and previous financial year's accounts Annual Return form and Auditor's report Financial Regulations Finalised budget Precept Grants awarded and received List of current contracts awarded and value of contract Members' allowances and expenses 	<p>Available free on website address: http://palgrave.onesuffolk.net/parish-council/ or hard copy from Clerk</p> <p>Website and hard copy minutes Website and hard copy minutes Website and hard copy minutes Website and hard copy minutes Hard copy from Clerk</p>	see below**
Class 3 – What our priorities are and how we are doing <ul style="list-style-type: none"> Annual Report to Parish or Community Meeting Annual Audit 	<p>Website and hard copy Website and hard copy</p>	see below**
Class 4 – How we make decisions <ul style="list-style-type: none"> Timetable of Parish Council Meetings for the current year Agendas of meetings Minutes of meetings (n.b. this will exclude information that is properly regarded as private to the meeting.) Reports presented to council meetings (n.b. this will exclude information that is properly regarded as private to the meeting.) Responses to consultation papers Responses to planning applications 	<p>Website and notice board Website and notice board Website and notice board</p> <p>Website and notice board</p> <p>On request to the Parish Clerk Included in the minutes or on the Local Planning Authority's website</p>	see below**
Class 5 – Our policies and procedures <ul style="list-style-type: none"> Procedural standing orders Code of Conduct Policies relating to the employment of staff 		

<ul style="list-style-type: none"> • Health and safety policy • Policies and procedures for handling requests for information • Media and Reporting Protocol Policies • Records management policies (records retention, destruction & archive) • Data Protection Policies • Protocol for Public Participation in Meetings • Schedule of charges for the publication of information 	<p>Contact the Clerk with specific requests for any policies & procedures or visit the website</p> <p>Attached to this register</p>	<p>see below**</p> <p>see below**</p>
Class 6 – Lists and Registers <ul style="list-style-type: none"> • Assets Register • Burial Register • Register of members' interests 	<p>On website or on request to the Parish Clerk</p> <p>On request to the Parish Clerk</p> <p>Link available via the website</p>	<p>see below**</p> <p>see below**</p> <p>see below**</p>
Class 7 – The services we offer Bus shelter Community Notice Board Cemetery Dog Bins and Emptying thereof Footway Lighting Seating Village Sign Parish Council Notice Board Walling and gates to Churchyard Speed Indicator Devices	<p>Details and information on request to the Parish Clerk</p>	<p>see below**</p>
The Parish Council Notice Board is situated on The Green near Forge Close		

Contact details: **Mrs Caroline Emeny**
Palgrave Parish Council
2 Old School, Laxfield, Suffolk IP13 8DL
T: 01986 798422 Email: palgravepc@gmail.com

SCHEDULE OF CHARGES – where applicable

This describes how the charges have been arrived at and is published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ £1 first sheet then 10p per sheet (black & white) or 15p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

** hard copy will incur a fee – see table above