



**Information available from Newton Parish Council  
under the model publication scheme from  
1<sup>st</sup> July 2014**



<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> This will be current information only		
Who's who on the Council and its Committees	Website Notice Boards From the Clerk	Free Free 10p/sheet
Contact details for Parish Clerk and Council members	Website Notice Boards From the Clerk	Free Free 10p/sheet
Location of main Council office and accessibility details	Website Notice Boards From the Clerk	Free Free 10p/sheet
Staffing structure	Website From the Clerk	Free 10p/sheet
<b>Class 2 – What we spend and how we spend it</b> Current and previous financial year as a minimum		
Annual return form and report by auditor	Website From the Clerk	Free 10p/sheet
Finalised budget	Website From the Clerk	Free 10p/sheet
Precept	Website From the Clerk	Free 10p/sheet
<del>Borrowing Approval letter</del>		
Financial Standing Orders and Regulations	Website From the Clerk	Free 10p/sheet
Grants given and received	Website From the Clerk	Free 10p/sheet
List of current contracts awarded and value of contract	From the Clerk	10p/sheet
<del>Members' allowances and expenses</del>		
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan (current and previous year as a minimum)	Website From the Clerk	Free 10p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website From the Clerk	Free 10p/sheet
Quality status	Website From the Clerk	Free 10p/sheet
<del>Local charters drawn up in accordance with DCLG guidelines</del>		

<b>Class 4 – How we make decisions</b> Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website From the Clerk	Free 10p/sheet
Agendas of meetings (as above)	Website Notice Boards From the Clerk	Free Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website From the Clerk	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	From the Clerk	10p/sheet
Responses to consultation papers	From the Clerk	10p/sheet
Responses to planning applications	From the Clerk	10p/sheet
Bye-laws	Website From the Clerk	Free 10p/sheet
<b>Class 5 – Our policies and procedures</b> Current information only		
Policies and procedures for the conduct of council business:  Procedural standing orders <del>Committee and sub-committee terms of reference</del> <del>Delegated authority in respect of officers</del> Code of Conduct Policy statements	Website From the Clerk	Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff:  <del>Internal policies relating to the delivery of services</del> <del>Equality and diversity policy</del> <del>Health and safety policy</del> <del>Recruitment policies (including current vacancies)</del> <del>Policies and procedures for handling requests for information</del> Complaints procedures (including those covering requests for information and operating the publication scheme)	Website From the Clerk	Free 10p/sheet
<del>Information security policy</del>		
Records management policies (records retention, destruction and archive)	Website From the Clerk	Free 10p/sheet
<del>Data protection policies</del>		
Schedule of charges (for the publication of information)	Website Notice Board Bottom of this page	Free Free Free

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	From the Clerk	10p/sheet
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)		
Register of members' interests	From the Clerk	10p/sheet
Register of gifts and hospitality	Website From the Clerk	Free 10p/sheet
<b>Class 7 – The services we offer</b> Current information only		
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities	Website From the Clerk	Free 10p/sheet
Seating, litter bins, clocks, memorials and lighting	Website From the Clerk	Free 10p/sheet
Bus shelters	Website From the Clerk	Free 10p/sheet
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Parish Council Newsletters	Website Notice Boards From the Clerk	Free Free 10p/sheet
Welcome to Newton & Newton Walks	From the Clerk	Free to residents / otherwise 10p / sheet

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### **SCHEDULE OF CHARGES**

This describes how the charges have been arrived at:

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost of clerk's time and printing.
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		
<b>Other</b>		