

BACTON PARISH COUNCIL

Chairman: Councillor David Chambers

Clerk: Suzanne Lupin

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Guide to the Publication Scheme Bacton Parish Council

| Information to be published | How the information can be obtained | Cost |
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| Class 1 - who we are and what we do: Current information only <ul style="list-style-type: none">Who's who on the Council and its CommitteeContact details for Parish Clerk and | For free on the Parish Council's website: Bactonl.onesuffolk.net, on noticeboards in the village or in hard copy from the Parish Clerk | see below * |
| Staffing structure | Clerk to the Council | |
| Class 2 - What we spend and how we spend it: Current and previous financial year as a minimum: <ul style="list-style-type: none">Current and previous financial year's accountsAnnual Return Form and Auditor's ReportFinalised BudgetPrecept DetailsFinancial RegulationsGrants given and received including support given to the | For free on the Parish Council's website: Bacton.onesuffolk.net or in hard copy from the Parish Clerk | see below * |
| Class 3 – What our priorities are and how we are doing: <ul style="list-style-type: none">Annual Report to Parish Meeting | For free on the Parish Council's website: Bacton.onesuffolk.net or in hard copy from the Parish Clerk | see below * |

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| Class 4 – How we make decisions: <ul style="list-style-type: none"> • Timetable of Parish Council Meetings for current year • Agendas of meetings • Minutes of meetings • Reports presented to council meetings • Responses to Consultation papers | <p>For free on the Parish Council's website: Bacton.onesuffolk.net or in hard copy from the Parish Clerk</p> <p>Included within the minutes and available on the Local Planning Authorities website</p> | <p>see below *</p> |
| Class 5 – Our policies and procedures <ul style="list-style-type: none"> • Procedural Standing Orders | <p>For free on the Parish Council's website: Bacton.onesuffolk.net or in hard copy from the Parish Clerk</p> | <p>see below *</p> |
| <ul style="list-style-type: none"> • Complaints Procedure & Policy | <p>As above</p> | <p>see below</p> |
| <ul style="list-style-type: none"> • Data Protection Policies | <p>As above</p> | <p>see below</p> |
| <ul style="list-style-type: none"> • Employment Policy | <p>As above</p> | <p>see below</p> |
| <ul style="list-style-type: none"> • Policy and procedure for Handling Requests for | <p>As above</p> | <p>see below</p> |
| <ul style="list-style-type: none"> • Health & Safety Policy | <p>As above</p> | <p>see below</p> |
| <ul style="list-style-type: none"> • Training Policy | <p>As above</p> | <p>see below</p> |
| <ul style="list-style-type: none"> • Safeguarding Policy | <p>As above</p> | <p>see below</p> |
| <ul style="list-style-type: none"> • Media & Reporting Policy | <p>As above</p> | <p>see below</p> |
| <ul style="list-style-type: none"> • Schedule of charges for the publication of information | <p>Attached to this register</p> | <p>see below</p> |
| Class 6 – Lists and Registers: <ul style="list-style-type: none"> • Assets Register • Register of Members' Interests | <p>On website or on request to the Parish Clerk Link available via website</p> | <p>see below **</p> |

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| Class 7 – The services we offer: <ul style="list-style-type: none"> • Play Areas • Cemetery • Streetlighting • Emptying of Bins; Litter & Dog • Seating • Festival Lighting | Details and information on request to the Parish Clerk | see below * |
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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 Cost of stationary & admin |
|--------------------------|---|---|
| Disbursement cost | Photocopying @ £1 first sheet then 10p per sheet (black & white) or 15p per sheet | Actual cost |
| | Postage | Actual cost of Royal Mail standard second class |
| Statutory Fee | | In accordance with the relevant legislation |

* Hard copy will incur a fee – see table above

** Actual cost incurred by the public authority