

Information available from Tuddenham St Martin Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	website	
Location of main Council office and accessibility details	No office. Correspondence C/O Timbers Fynn Lane Tuddenham Ipswich	
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Hard Copy from Parish Clerk	Disbursement cost
Finalised budget	website	Disbursement cost
Precept	Hard Copy from Parish Clerk	Disbursement cost
Financial Standing Orders and Regulations	Hard Copy from Parish Clerk	Disbursement cost
List of current contracts awarded and value of contract	N/a	
Members' allowances and expenses	N/a	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	Disbursement cost
Annual Report to Parish or Community Meeting (current and previous year as a	Website	

minimum)		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	website	
Agendas of meetings (as above)	website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	
Responses to consultation papers	Hard Copy from Parish Clerk	Disbursement cost
Responses to planning applications	Website	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct Policy statements	Hard Copy from Parish Clerk Hard Copy from Parish Clerk	Disbursement cost Disbursement cost
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Assets Register	Hard Copy from Parish Clerk	Disbursement cost
Register of members' interests	East Suffolk Council website	
Register of gifts and hospitality	N/A	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters	(hard copy or website; some information may only be available by inspection)	

produced for the public and businesses)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	

Contact details:

Parish Clerk – E Mail – Please use the link at the bottom of the Parish Council website
www.tuddenhamstmartin.onesuffolk.net
01473 785256

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .20.p per sheet (black & white)	Actual cost *
	Photocopying @ .25.p 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)
Other		

* the actual cost incurred by the public authority