

**Information available from Elmswell Parish Council as per the model publication scheme under the Freedom of Information Act as adopted 15.12.08**

<b><i>Information to be published</i></b>	<b><i>Information or how the information can be obtained</i></b>	<b><i>Cost</i></b>
<b>Class1 - Who we are and what we do</b> Organisational information, structures, locations and contacts - current information only	Website / email Elmswell Memorial Library Elmswell Newsletter Crown Mill notice board Co-op notice board Hard copies via Clerk's office	free free free free free 10p per side of A4 sheet
Who's who on the Council and its Committees - current information only	Website / email Elmswell Memorial Library Elmswell Newsletter Hard copies via Clerk's office	free free free 10p per side of A4 sheet
Contact details for Clerk and Council members - current information only	Website / email Elmswell Memorial Library Elmswell Newsletter Hard copies via Clerk's office	free free free 10p per side of A4 sheet
Location of Council office and accessibility details	Parish Clerk's Office Station Road Elmswell IP30 9HR Open weekdays 9.00 – 5.00 (above <i>Goblin's</i> on the Station Road Industrial Estate behind The Fox pub) <b>By appointment</b>  Tel: 01359 244134 Email: clerk@elmswell.suffolk.gov.uk Web: www.elmswell.suffolk.gov.uk	
Staffing structure	Clerk acts as Responsible Finance Officer and Proper Officer	

<b>Class 2 – What we spend and how we spend it</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit for current and previous financial year	Hard copies via Clerk's Office	10p per side of A4 sheet 15p per side of A3 sheet
Annual return form and report by auditor	Hard copies via Clerk's Office	10p per side of A4 sheet 15p per side of A3 sheet
Finalised budget	Hard copies via Clerk's Office	10p per side of A4 sheet
Precept	Hard copies via Clerk's Office	10p per side of A4 sheet
Borrowing Approval letter	None current - Hard copies via Clerk's Office	10p per side of A4 sheet
Financial Standing Orders and Regulations	Hard copies via Clerk's Office	10p per side of A4 sheet
Grants given and received	Hard copies via Clerk's Office	10p per side of A4 sheet
List of current contracts awarded and value of contract	Hard copies via Clerk's Office	10p per side of A4 sheet
Members' allowances and expenses	Hard copies via Clerk's Office	10p per side of A4 sheet
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans audits, inspections and reviews	Hard copies via Clerk's Office	10p per side of A4 sheet
Village Plan	Hard copies via Clerk's Office	free
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	None current	
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions for current and previous Council year	Elmswell Memorial Library Hard copies via Clerk's Office	free 10p per side of A4 sheet
Timetable of meetings of Council, any committee/sub-committee meetings and community meetings	Website / email Elmswell Memorial Library Elmswell Newsletter Hard copies via Clerk's Office	free free free 10p per side of A4 sheet

Agendas of meetings (as above)	Website / email Elmswell Memorial Library Hard copies via Clerk's Office	free free 10p per side of A4 sheet
Minutes of meetings (as above) – excluding information which is properly regarded as private to the meeting	Website / email Elmswell Memorial Library Hard copies via Clerk's Office	free free 10p per side of A4 sheet
Reports presented to council meetings - excluding information that is properly regarded as private to the meeting.	Elmswell Memorial Library Hard copies via Clerk's Office	free 10p per side of A4 sheet
Responses to consultation papers	Hard copies via Clerk's Office	
Responses to Planning applications	email Elmswell Newsletter Elmswell Memorial Library Hard copies via Clerk's Office	free free free 10p per side of A4 sheet
Bye-laws	None current	
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities, policies and procedures for the conduct of council business, procedural standing orders, Committee and Working Party terms of reference, delegated authority in respect of Clerk, Code of Conduct, policy statements	Hard copies via Clerk's Office	10p per side of A4 sheet
Policies and procedures for the provision of services and about the employment of staff, any internal policies relating to the delivery of services, equality and diversity, health and safety, recruitment (including current vacancies), procedures for handling requests for information, complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copies via Clerk's Office	10p per side of A4 sheet
Any policies relating to information security, records management (records retention, destruction and archive), data protection, plus any schedule of charges for the publication of information	Hard copies via Clerk's Office	10p per side of A4 sheet
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	Hard copies via Clerk's Office (some information may only be available by inspection)	10p per side of A4 sheet
Burial Register	Inspection at Clerk's Office by appointment	free

Assets Register	Email Hard copy	free 10p per side of A4 sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	None kept	
Register of members' interests	Hard copies via Clerk's Office	10p per side of A4 sheet
Register of gifts and hospitality	None kept	
<b>Class 7 – The services we offer</b> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses- current information only	Hard copy	free
Allotments	Hard copies via Clerk's Office	10p per side of A4 sheet
Burial grounds and closed churchyards	Hard copies via Clerk's Office	10p per side of A4 sheet
Community centres and village halls	Hard copies via Clerk's Office	10p per side of A4 sheet
Parks, playing fields and recreational facilities	Hard copies via Clerk's Office	10p per side of A4 sheet
Seating, litter bins, clocks, memorials and lighting	Hard copies via Clerk's Office	10p per side of A4 sheet
Bus shelters	Hard copies via Clerk's Office	10p per side of A4 sheet
Markets	None current	
Public conveniences	None current	
Agency agreements	None current	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	email Hard copies via Clerk's Office	free 10p per side of A4 sheet

***For contact details and schedule of charges, please see over***

**Contact details:**

Peter Dow	telephone	01359 244134
Parish Clerk	email	clerk@elmswell.suffolk.gov.uk
Parish Clerk's Office	website	www.elmswell.suffolk.gov.uk
Station Road		
Elmswell		
Bury St Edmunds		
Suffolk		
IP30 9HR		

**Schedule of charges:**

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 side (black & white)	Actual cost
	Photocopying @ 15p per A3 side (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class, augmented as necessary or as requested

**This information is based on the *pro forma* issued by the Information Commissioner's Office and is made available as agreed by Elmswell Parish Council on 15.12.08. It was last printed on 16.12.08**

**The Information Commissioner's website is [www.ico.gov.uk](http://www.ico.gov.uk)**

**The Information Commissioner's telephone helpline is 01625 545745**

**The Information Commissioner's address is:**

**The Information Commissioner's Office  
 Wycliffe House  
 Water Lane  
 Wilmslow  
 Cheshire  
 SK9 5AF**