

## Information available from Mendlesham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(hard copy and/or website <a href="http://mendlesham.suffolk.cloud">http://mendlesham.suffolk.cloud</a>)</p> <p>Website home page includes registration for E News</p>	
<p>Who's who on the Council.</p>	<p>Available free on web site or hard copy.</p>	
<p>Contact details for Parish Clerk and Councillors (named contacts with telephone number)</p>	<p>Clerks address: Honeysuckle, Hockey Hill, Wetheringsett, Stowmarket, IP14 5PL <a href="mailto:parishclerk@mendleshampc.org">parishclerk@mendleshampc.org</a> tel: 01449 766139</p> <p>Available on web site, village newsletter or hard copy.</p>	
<p>Staff arrangements</p>	<p>Contact the Clerk</p>	

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure and financial audit)  Current and previous financial year as a minimum	hard copy and/or website re actual year end information. Contact the Clerk for hard copy re projected/current year information and financial audit.	10p per sheet
Precept	Hard copy contact Clerk	10p per sheet
Annual Return Form	Hard copy contact Clerk	10p per sheet
Auditor's annual report	Hard copy contact Clerk	10p per sheet
Finalised Budget	Hard copy contact Clerk	10p per sheet
Financial and General Standing Orders	Hard copy contact Clerk	10p per sheet
Grants given and received	Hard copy contact Clerk	10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	(hard copy, website or arrangements to view)	
Parish Plan	When published on Website. Hard copy contact Clerk.	Free
Annual Report to Parish Meeting	On Website. Hard copy contact Clerk.	Free
Quality Status	None	

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	Available free on web site or hard copy	10p per sheet
Timetable of meetings (Council, committee/subcommittee and parish meeting)	Full council meeting dates available on web site. All other meetings available via Parish Newsletter, Parish Noticeboards (Old Market Street, Mendlesham and/near red telephone Box , Mendlesham Green) or from Clerk.	10p per sheet
Agendas of meetings (Parish Meeting and Committee Meetings)	Parish Noticeboards, E News, email or hard copy from Clerk	10p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Ordinary meeting available free on website, other committee meeting minutes email or hard copy.	10p per sheet
Reports presented to council meetings- nb this will exclude information that is properly regarded as private to the meeting.	Email or hard copy from Clerk	10p per sheet
Responses to planning applications	MSDC web site or minutes hard copy from the Clerk	10p per sheet
Responses to consultation papers	Email or minutes hard copy from Clerk	10p per sheet

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Available free on website or hard copy from the Clerk.	10p per sheet
Policies and procedures for the conduct of business by the Parish Meeting:  Procedural standing orders Financial regulations Code of Conduct Policy statements Committee and sub committee terms of reference	Hard copy from the Clerk	10p per sheet
Schedule of Charges (for publication of information)	Attached to this	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy, website or arrangements to view)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Contact Clerk	
Assets Register	Web site or hard copy from Clerk	
Register of members interests	Website, contact Mid Suffolk District Council or Clerk.	

<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, website or arrangements to view)	
Details of services provided by the Parish Meeting	Available free on website or hard copy from the Clerk.	10p per sheet
<b>Additional Information</b> This will provide Parish Meetings with the opportunity to publish information that is not itemised in the lists above		

Contact details: S Jones, Clerk, Honeysuckle, Hockey Hill, Wetheringsett, Suffolk IP14 5PL  
Tel 01449 766139 [parishclerk@mendleshampc](mailto:parishclerk@mendleshampc) <http://mendlesham.suffolk.cloud>

## SCHEDULE OF CHARGES

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

<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 *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority