

## Information available from Shotley Parish Council under the model publication scheme- 2023

Information to be published	How the information can be obtained
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	Website: shotley.onesuffolk.net <a href="mailto:Parish.Clerk@shotleyparishcouncil.org">Parish.Clerk@shotleyparishcouncil.org</a>  Hard copy by request to the Clerk  Mrs Dina Bedwell, 22 Great Harlings, Shotley Gate, Ipswich IP9 1NY  Tel. 01473 788248
Who's who on the Council and its Committees	As above
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	As above
Staffing structure	As above

<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)  Current and previous financial year as a minimum	As Class 1 above
Annual return form and report by auditor	As Class 1 above
Finalised budget	As Class 1 above
Precept	As Class 1 above
Financial Standing Orders and Regulations	As Class 1 above
Grants given and received	As Class 1 above
List of current contracts awarded and value of contract	As Class 1 above
Members' allowances and expenses	As Class 1 above
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan	As Class 1 above
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	As Class 1 above
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)-Minutes  Current and previous council year as a minimum	As Class 1 above
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	As Class 1 above
Agendas of meetings (as above)	Noticeboard

	As Class 1 above
Minutes of meetings (as above) – nb this will exclude the minutes of any confidential section of the meeting.	As Class 1 above
Reports presented to council meetings - nb this will exclude information that is circulated, presented or considered during any confidential section of the meeting.	As Class 1 above
Responses to consultation papers (personal data redacted)	Hard copy
Responses to planning applications	Logged onto the BDC Planning website As Class 1 above
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	As Class 1 above
Policies and procedures for the conduct of council business:  Standing Orders Suffolk Code of Conduct	As Class 1 above
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	As Class 1 above
Electronic Communications policy	As Class 1 above

Records management policies (records retention, destruction and archive)	As Class 1 above
Data protection policies (Currently being reviewed)	As Class 1 above
<b>Class 6 – Lists and Registers</b>	As Class 1 above
Currently maintained lists and registers	However, some information may only be available for inspection purposes
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	As Class 1 above
Assets Register	As Class 1 above
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)	As Class 1 above
Register of members' interests	As Class 1 above BDC website
Register of gifts and hospitality	Hard copy
<b>Class 7 – The services we offer</b>	As Class 1 above
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Some information may only be available for inspection
Current information only	
Allotments	As Class 1 above
Community centres and village halls	Via the SVHCM
Play areas, playing fields and recreational facilities	As Class 1 above
Seating, litter bins, and lighting	As Class 1 above

Bus shelters	As Class 1 above
Public conveniences	As Class 1 above
A summary of services for which the council is entitled to recover a fee, together with those fees	As Class 1 above
<b>Additional Information</b> - information that is not itemised in the lists above:	
Parish council meeting summary published on various outlets	As Class 1 above
Risk Assessment	As Class 1 above

**Contact details:**

Clerk and Responsible Financial Officer  
Mrs D Bedwell  
22 Great Harlings, Shotley Gate, Ipswich IP9 1NY  
Tel: 014473 788248  
[Parish.Clerk@shotleyparishcouncil.org](mailto:Parish.Clerk@shotleyparishcouncil.org)

Policy reviewed and approved by Council: March 2023      To be reviewed: March 2024