

# EARL STONHAM PARISH COUNCIL

## Information available from Earl Stonham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b>            Current information only</p> <ul style="list-style-type: none"> <li>• Who's who on the Council and its Committee</li> <li>• Contact details for Parish Clerk and Council members</li> <li>• Details of accessibility to Parish Council</li> </ul>	<p>Available free on website address:  <a href="http://www.earlstonham.org.uk">www.earlstonham.org.uk</a></p> <p>Available free on noticeboards or hard copy from Clerk</p>	<p>See Below **</p>
<p>Location of Parish Council Office and accessibility details</p>	<p>Badene, Forward Green, Earl Stonham, Suffolk, IP14 5HZ</p> <p>Earl Stonham Parish Council operates from a residential address. While this office is not open to the public, all council records are available for public inspection by appointment. Please contact the Clerk to arrange an inspection at a suitable public venue within the parish.</p> <p>Digital copies of all documents are available on this website</p>	<p>See Below **</p>
<p>Staffing structure</p>	<p>Clerk to the Council</p>	
<p><b>Class 2 – What we spend and how we spend it</b>            Current and previous financial year as a minimum</p> <ul style="list-style-type: none"> <li>• Current and previous financial year's accounts</li> <li>• Annual Return Form and Auditor's Report</li> <li>• Finalised Budget</li> <li>• Precept Details</li> <li>• Financial Regulations</li> <li>• Grants given and received including:               <ul style="list-style-type: none"> <li>• Support to Church for Grounds Maintenance</li> <li>• Cricket Club – Play Area Grounds Maintenance</li> <li>• Remembrance</li> <li>• Forward Africa</li> </ul> </li> </ul>	<p>Available free on website address:  <a href="http://www.earlstonham.org.uk">www.earlstonham.org.uk</a>            or hard copy from Clerk*</p>	<p>see below **</p>

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<ul style="list-style-type: none"> <li>Members' allowances and expenses</li> </ul>	Hard copy from Clerk*	see below **
<ul style="list-style-type: none"> <li>Chairman's expenses</li> </ul>	Hard copy from Clerk*	see below **
<ul style="list-style-type: none"> <li>Annual Report to Parish Meeting</li> </ul>	On website or hard copy from Clerk*	see below **
<b>Class 3 – What our priorities are</b> <ul style="list-style-type: none"> <li>Provision of defibrillator – Village Hall</li> <li>Keeping the website up-to-date</li> <li>Maintenance of War Memorial</li> <li>General maintenance of village and its assets</li> </ul>	Hard copy from Clerk*	see below **
<b>Class 4 – How we make decisions</b> <ul style="list-style-type: none"> <li>Timetable of Parish Council Meetings for current year</li> <li>Agendas of meetings</li> <li>Minutes of meetings (this will exclude information that is properly regarded as private to the meeting)</li> <li>Reports presented to council meetings (this will exclude information that is regarded as private to the meetings)</li> </ul>	<p>Available free on website</p> <p>Available free on website or noticeboards</p> <p>Available free on website or from Clerk*</p> <p>Available free on website or from Clerk*</p>	see below **
<ul style="list-style-type: none"> <li>Responses to consultation papers</li> </ul>	On request to the Parish Clerk*	see below *
<ul style="list-style-type: none"> <li>Responses to planning applications</li> </ul>	Included within the minutes	see below *
<b>Class 5 – Our policies and procedures</b> <ul style="list-style-type: none"> <li>Procedural Standing Orders</li> <li>Financial Regulations</li> <li>Code of Conduct</li> <li>Document Retention Policy</li> <li>Data Protection Policy</li> <li>Sexual Harassment Policy</li> <li>IT Policy</li> </ul>	Contact the Clerk with specific requests for any policies & procedures or visit the website	see below *
<b>Class 6 – Lists and Registers</b> <ul style="list-style-type: none"> <li>Assets Register</li> <li>Register of Members' Interests</li> </ul>	<p>On website or on request to the Parish Clerk *</p> <p>On request to the Parish Clerk*</p>	see below **
<b>Class 7 – The services we offer</b> <ul style="list-style-type: none"> <li>Provision of Dog &amp; Litter Bins</li> <li>Street Lighting</li> <li>Street Furniture (seating / village sign / noticeboards)</li> <li>Grass Cutting</li> </ul>	Details and information on request to the Parish Clerk	see below **

# EARL STONHAM PARISH COUNCIL

**Contact details:**

**Mrs S Edgar, Clerk & RFO**  
**Badene**  
**Forward Green**  
**Earl Stonham**  
**Suffolk**  
**IP14 5HZ (Tel: 07833 242561/ email: [parishclerk@earlstonham.org.uk](mailto:parishclerk@earlstonham.org.uk) )**

## SCHEDULE OF CHARGES – where applicable

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE – cost of stationary &amp; admin time</b>
<b>Disbursement cost</b>	Photocopying @ £1 first sheet then 10p per sheet (black & white) or 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* Hard copy will incur a fee – see table above

\*\* the actual cost incurred by the public authority