

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 |
|--|--|--------------|
| Class 1 - who we are and what we do Current information only <ul style="list-style-type: none"> • Who's who on the Council and its Committee • Contact details for Parish Clerk and Council members • Details of accessibility to Parish Council | Available free on website address: www.earlstonham.org.uk Available free on noticeboards or hard copy from Clerk | See Below ** |
| Location of Parish Council Office and accessibility details | 'The Knoll', 1 All Saints Road, Creeting St Mary, Ipswich, Suffolk IP6 8NF Tuesdays, Wednesdays and Thursdays – 9am – 2.30pm | |
| Staffing structure | Clerk to the Council | |
| Class 2 – What we spend and how we spend it Current and previous financial year as a minimum <ul style="list-style-type: none"> • Current and previous financial year's accounts • Annual Return Form and Auditor's Report • Finalised Budget • Precept Details • Financial Regulations • Grants given and received including: <ul style="list-style-type: none"> • Support to Church for Grounds Maintenance • Cricket Club – Play Area Grounds Maintenance • Remembrance • Forward Green Africa | Available free on website address: www.earlstonham.org.uk or hard copy from Clerk* | see below ** |
| <ul style="list-style-type: none"> • Members' allowances and expenses | Hard copy from Clerk* | see below ** |
| <ul style="list-style-type: none"> • Chairman's expenses | Hard copy from Clerk* | see below ** |
| <ul style="list-style-type: none"> • Annual Report to Parish Meeting | On website or hard copy from Clerk* | see below ** |
| Class 3 – What our priorities are <ul style="list-style-type: none"> • Provision of defibrillator – Village Hall • Keeping the website up-to-date | Hard copy from Clerk* | see below ** |

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| <ul style="list-style-type: none"> • Maintenance of War Memorial • General maintenance of village and its assets | | |
| Class 4 – How we make decisions <ul style="list-style-type: none"> • Timetable of Parish Council Meetings for current year • Agendas of meetings • Minutes of meetings (this will exclude information that is properly regarded as private to the meeting) • Reports presented to council meetings (this will exclude information that is regarded as private to the meetings) | <p>Available free on website Available free on website or noticeboards 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"> • Responses to consultation papers | On request to the Parish Clerk* | see below * |
| <ul style="list-style-type: none"> • Responses to planning applications | Included within the minutes | see below * |
| Class 5 – Our policies and procedures <ul style="list-style-type: none"> • Procedural Standing Orders • Financial Regulations • Code of Conduct • Records Management Policy • Data Protection Policy | Contact the Clerk with specific requests for any policies & procedures or visit the website | see below * |
| Class 6 – Lists and Registers <ul style="list-style-type: none"> • Assets Register | On website or on request to the Parish Clerk * | see below ** |
| <ul style="list-style-type: none"> • Register of Members' Interests | On request to the Parish Clerk * | see below ** |
| Class 7 – The services we offer <ul style="list-style-type: none"> • Provision of Dog & Litter Bins • Street Lighting • Street Furniture (seating / village sign / noticeboards) • Grass Cutting | Details and information on request to the Parish Clerk * | see below ** |

Contact details:

Mrs J Blackburn, Clerk & RFO
'The Knoll'
1 All Saints Road
Creting St Mary
Ipswich
Suffolk IP6 8NF (Tel: 01449 721369 / email: parishclerk@earlstonham.org.uk)

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SCHEDULE OF CHARGES – where applicable

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

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE – cost of stationary & admin time |
|-------------------|--|---|
| Disbursement cost | 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 |
| Statutory Fee | | In accordance with the relevant legislation |

* Hard copy will incur a fee – see table above

** the actual cost incurred by the public authority

Signed: Mark Guest Dated: 4 Mar 2024