



Shimpling Parish Council

Model Publication Scheme

The table below details information that Shimpling Parish Council can provide in order to meet its commitments under the model publication scheme.

Before a request is made for information, it may be helpful to see if the information required is already available on the Shimpling Parish Council website. For instance, Parish Council decisions, spend and planning responses can be found in the council's minutes.

Please note that Shimpling Parish Council's information is available unless:

- it does not hold the information;
- the information is exempt under one of the Freedom of Information Act exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf.
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

Information available from Shimpling *Parish Council* under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	(hard copy or website)	
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Published on website</p> <p>https://shimpling-pc.gov.uk/council-records/parish-</p>	-



	<u>councillors/</u>	
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Parish Clerk <u>clerk@shimpling-pc.gov.uk</u> 4 Park Farm Cottages Brettenham Suffolk IP7 7QP	-
Location of main Council office and accessibility details	N/A	-
Staffing structure	One part time employee, the Parish Clerk	-
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy or website)	
Statement of accounts and internal audit report in the format included in the Annual Return form	Published on the website <u>https://shimpling-pc.gov.uk/council-records/financial-records/</u>	-
Finalised budget	Published on the website <u>https://shimpling-pc.gov.uk/council-records/financial-records/</u>	-
Precept	Published on the website <u>https://shimpling-pc.gov.uk/council-records/financial-records/</u>	-
Borrowing Approval letter	N/A	-
All items of expenditure above £100	Published in the minutes on the website <u>https://shimpling-pc.gov.uk/council-records/meeting-records/</u>	-
Financial Standing Orders and Regulations	Published on the website <u>https://shimpling-pc.gov.uk/council-records/governance-and-accountability/</u>	-
Grants given and received	Available on request by email	-
	Available on request by	-



List of current contracts awarded and value of contract	email	
Members' allowances and expenses	N/A	-
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	Published on website https://shimpling-pc.gov.uk/council-records/financial-records/	-
Parish Plan	Published on website https://shimpling-pc.gov.uk/neighbourhood-plan-2/	-
Annual Report to Parish or Community Meeting	Published on the website https://shimpling-pc.gov.uk/council-records/meeting-records/	-
Quality status	N/A	-
Local charters drawn up in accordance with DLUHC's guidelines	Charters for Babergh available on website https://www.babergh.gov.uk/w/constitution-and-charters	-
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Published on the website https://shimpling-pc.gov.uk/council-records/ or under review/development	-
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Published on the website https://shimpling-pc.gov.uk/council-records/	-



Agendas of meetings (as above)	Published on the website https://shimpling-pc.gov.uk/council-records/meeting-records/	-
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Published on the website https://shimpling-pc.gov.uk/council-records/meeting-records/	-
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Published on the website https://shimpling-pc.gov.uk/council-records/meeting-records/	-
Responses to consultation papers	Available on request by email	-
Responses to planning applications	Published on the website https://shimpling-pc.gov.uk/council-records/planning-application-process/	-
Bye-laws	N/A	-
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Published on the website https://shimpling-pc.gov.uk/council-records/ or under review/development	-
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies 	Published on the website https://shimpling-pc.gov.uk/council-records/ or under review/development	-



<ul style="list-style-type: none"> • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 		
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	Published on the website https://shimpling-pc.gov.uk/council-records/ or under review/development	-
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	N/A	-
Assets register, including details of public land and building assets	Published on website https://shimpling-pc.gov.uk/council-records/financial-records/	-
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Available on request by email	-
Register of members' interests	Published on website https://shimpling-pc.gov.uk/council-records/parish-councillors/	-
Register of gifts and hospitality	Available on request by email	-
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	-
Burial grounds and closed churchyards	N/A	-



Community centres and village halls	Shimpling Village Hall, which is managed by Shimpling Village Hall Committee	-
Parks, playing fields and recreational facilities	The playground at Hallifax Place, on land leased by the Parish Council from Babergh DC	-
Seating, litter bins, clocks, memorials and lighting	Available on request by email or hard copy	-
Bus shelters	Available on request by email or hard copy	-
Markets	N/A	-
Public conveniences	N/A	-
Agency agreements	N/A	-
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	-
Additional Information		
Information not itemised in the lists above		

Schedule of charges

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost of printing ink and paper
	Photocopying @ 50p per sheet (colour)	Actual cost of printing ink and paper
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Not applicable, unless a search is required, when the actual statutory fee will be charged, plus any photocopying required	In accordance with the relevant legislation (quote the actual statute)
Other	Clerk's time involved in gathering information, photocopying etc.	Actual cost £15 per hour (pro rata)