

Information available from Market Weston 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) This will be current information only.</p>		
<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>Available free on the website at marketweston-pc.gov.uk or hard copy from the Clerk</p>	<p>See schedule below.</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p>	<p>Red House, Back Hills, Botesdale, Suffolk, IP22 1DW</p> <p>Clerk clerk@marketweston-pc.gov.uk</p> <p>Councillors can be found on the website at marketweston-pc.gov.uk</p>	<p>Free</p>

Location of main Council office and accessibility details	Red House, Back Hills, Botesdale, Suffolk, IP22 1DW	N/A
Staffing structure	Clerk to the Council Village Caretaker	N/A
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Statement of accounts and internal audit report in the format included in the Annual Return form	Available free on the website at marketweston-pc.gov.uk or hard copy from the Clerk	See schedule below.
Finalised budget	Available free on the website at marketweston-pc.gov.uk or hard copy from the Clerk	See schedule below.
Precept	From the Clerk	See schedule below.
Borrowing Approval letter	None	
All items of expenditure above £100	Available free on the website at marketweston-pc.gov.uk or hard copy from the Clerk	

		See schedule below.
Financial Standing Orders and Regulations	Available free on the website at marketweston-pc.gov.uk or hard copy from the Clerk	See schedule below.
Grants given and received	From the Clerk	See schedule below.
List of current contracts awarded and value of contract	From the Clerk	See schedule below.
Members' allowances and expenses	From the Clerk	See schedule below.
<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	Available free on the website at marketweston-pc.gov.uk or hard copy from the Clerk	See schedule below.
Annual Report to Parish or Community Meeting	Available free on the website at marketweston-pc.gov.uk or hard copy from the Clerk	See schedule below.

<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>		
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>From the Clerk</p>	<p>See schedule below.</p>
<p>Agendas of meetings (as above)</p>	<p>Available free on the website at marketweston-pc.gov.uk or hard copy from the Clerk Noticeboards</p>	<p>See schedule below.</p>
<p>Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure</p>	<p>Available free on the website at marketweston-pc.gov.uk or hard copy from the Clerk Noticeboards</p>	<p>See schedule below.</p>
<p>Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure</p>	<p>From the Clerk</p>	<p>See schedule below.</p>
<p>Responses to consultation papers</p>	<p>From the Clerk</p>	<p>See schedule below.</p>
<p>Responses to planning applications</p>	<p>From the Clerk</p>	<p>See schedule below.</p>

<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>		
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Delegated authority in respect of officers • Code of Conduct • Policy statements 	<p>Available free on the website at marketweston-pc.gov.uk or hard copy from the Clerk</p>	<p>See schedule below.</p>
<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 • Policies and procedures for handling requests for information 	<p>Available free on the website at marketweston-pc.gov.uk or hard copy from the Clerk</p>	<p>See schedule below.</p>

<ul style="list-style-type: none"> 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>	Available free on the website at marketweston-pc.gov.uk or hard copy from the Clerk	See schedule below.
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>	Available free on the website at marketweston-pc.gov.uk or hard copy from the Clerk	See schedule below.
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	From the Clerk	See schedule below.
Assets register, including details of public land and building assets	Available free on the website at marketweston-pc.gov.uk or hard copy from the Clerk	See schedule below.
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	From the Clerk	See schedule below.
Register of members' interests	Available free on the website at marketweston-pc.gov.uk or hard copy from the Clerk	See schedule below.

Register of gifts and hospitality	None	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments		
Burial grounds and closed churchyards	Available free on the website at marketweston-pc.gov.uk or hard copy from the Clerk	See schedule below.
Community centres and village halls	None	
Parks, playing fields and recreational facilities	From the Clerk	See schedule below.
Seating, litter bins, clocks, memorials and lighting	From the Clerk	See schedule below.
Bus shelters	None	
Markets	None	
Public conveniences	None	
Agency agreements	None	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Available free on the website at marketweston-pc.gov.uk or hard copy from the Clerk	See schedule below.

<p>Additional Information</p> <p>Information not itemised in the lists above</p>		
Risk Assessments	Available free on the website at marketweston-pc.gov.uk or hard copy from the Clerk	See schedule below.
Safety inspection reports for pay area and Crickey Meadow	Available free on the website at marketweston-pc.gov.uk or hard copy from the Clerk	See schedule below.

Contact details: Vicki Gay
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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 @ £1.00 first sheet then 10p per sheet (black & white) or 15p per sheet (colour) & Admin time.	Actual cost of stationery and admin time. *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)