



**BACTON PARISH COUNCIL**

**Chairman:** David Chambers

**Clerk:** Suzanne Lupin

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**Guide to the Publication Scheme Bacton Parish Council**

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>For free on the Parish Council's website: <a href="http://bacton-pc.gov.uk/">http://bacton-pc.gov.uk/</a>, on noticeboards in the village or in hard copy from the Parish Clerk</p>	<p>see below *</p>
Staffing structure	Clerk to the Council	
<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 support given to the production of the Bacton Newsletter</li> </ul>	<p>For free on the Parish Council's website: <a href="http://bacton-pc.gov.uk/">http://bacton-pc.gov.uk/</a> or in hard copy from the Parish Clerk</p>	<p>see below *</p>

<p><b>Class 3 – What our priorities are and how we are doing:</b></p> <ul style="list-style-type: none"> <li>• Annual Report to Parish Meeting</li> </ul>	<p>For free on the Parish Council's website: <a href="http://bacton-pc.gov.uk/">http://bacton-pc.gov.uk/</a> or in hard copy from the Parish Clerk</p>	<p>see below *</p>
<p><b>Class 4 – How we make decisions:</b></p> <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</li> <li>• Reports presented to council meetings</li> <li>• Responses to Consultation papers</li> <li>• Responses to planning applications</li> </ul>	<p>For free on the Parish Council's website: <a href="http://bacton-pc.gov.uk/">http://bacton-pc.gov.uk/</a> or in hard copy from the Parish Clerk</p> <p>Included within the minutes and available on the Local Planning Authorities website</p>	<p>see below *</p>
<p><b>Class 5 – Our policies and procedures</b></p> <ul style="list-style-type: none"> <li>• Procedural Standing Orders</li> <li>• Committee terms of reference</li> <li>• Code of Conduct</li> </ul>	<p>For free on the Parish Council's website: <a href="http://bacton-pc.gov.uk/">http://bacton-pc.gov.uk/</a> or in hard copy from the Parish Clerk</p>	<p>see below *</p>
<ul style="list-style-type: none"> <li>• Complaints Procedure &amp; Policy</li> </ul>	<p>As above</p>	<p>see below *</p>
<ul style="list-style-type: none"> <li>• Data Protection Policies</li> </ul>	<p>As above</p>	<p>see below *</p>
<ul style="list-style-type: none"> <li>• Employment Policy</li> </ul>	<p>As above</p>	<p>see below *</p>
<ul style="list-style-type: none"> <li>• Policy and procedure for Handling Requests for Information</li> </ul>	<p>As above</p>	<p>see below *</p>
<ul style="list-style-type: none"> <li>• Health &amp; Safety Policy</li> </ul>	<p>As above</p>	<p>see below *</p>

• Training Policy	As above	see below *
• Safeguarding Policy	As above	see below *
• Media & Reporting Policy	As above	see below *
• Schedule of charges for the publication of information	Attached to this register	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>	On website or on request to the Parish Clerk Link available via website <a href="http://bacton-pc.gov.uk/">http://bacton-pc.gov.uk/</a>	see below **
<b>Class 7 – The services we offer:</b> <ul style="list-style-type: none"> <li>• Play Areas</li> <li>• Cemetery</li> <li>• Streetlighting</li> <li>• Emptying of Bins; Litter &amp; Dog</li> <li>• Seating</li> <li>• Traffic Calming Measures</li> </ul>	Details and information on request to the Parish Clerk	see below *

**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
<b>Disbursement cost</b>	Photocopying @ £1 first sheet then 10p per sheet (black & white) or 15p per sheet	Actual cost
	Postage	Actual cost of Royal Mail standard second class
<b>Statutory Fee</b>		In accordance with the relevant legislation

- \* Hard copy will incur a fee – see table above
- \*\* Actual cost incurred by the public authority