



BACTON PARISH COUNCIL

Chair: Vanessa Kingsley

Clerk: Suzanne Lupin

Willow Brook Cottage, Church road
Stowmarket, Suffolk IP14 4LW

☎ parishclerk@bacton-pc.gov.uk

☎ 07588 734168

Guide to the Publication Scheme Bacton Parish Council

Information to be published	How the information can be obtained	Cost
<p>Class 1 - who we are and what we do: Current information only</p> <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 	<p>For free on the Parish Council's website: http://bacton-pc.gov.uk/, 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>Class 2 - What we spend and how we spend it: Current and previous financial year as a minimum:</p> <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 support given to the production of the Bacton Newsletter 	<p>For free on the Parish Council's website: http://bacton-pc.gov.uk/ or in hard copy from the Parish Clerk</p>	<p>see below *</p>

<p>Class 3 – What our priorities are and how we are doing:</p> <ul style="list-style-type: none"> • Annual Report to Parish Meeting 	<p>For free on the Parish Council's website: http://bacton-pc.gov.uk/ or in hard copy from the Parish Clerk</p>	<p>see below *</p>
<p>Class 4 – How we make decisions:</p> <ul style="list-style-type: none"> • Timetable of Parish Council Meetings for current year • Agendas of meetings • Minutes of meetings • Reports presented to council meetings • Responses to Consultation papers • Responses to planning applications 	<p>For free on the Parish Council's website: http://bacton-pc.gov.uk/ 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>Class 5 – Our policies and procedures</p> <ul style="list-style-type: none"> • Procedural Standing Orders • Committee terms of reference • Code of Conduct 	<p>For free on the Parish Council's website: http://bacton-pc.gov.uk/ or in hard copy from the Parish Clerk</p>	<p>see below *</p>
<ul style="list-style-type: none"> • Complaints Procedure & Policy 	<p>As above</p>	<p>see below *</p>
<ul style="list-style-type: none"> • Data Protection Policies 	<p>As above</p>	<p>see below *</p>
<ul style="list-style-type: none"> • Employment Policy 	<p>As above</p>	<p>see below *</p>
<ul style="list-style-type: none"> • Policy and procedure for Handling Requests for Information 	<p>As above</p>	<p>see below *</p>
<ul style="list-style-type: none"> • Health & Safety Policy 	<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 *
Class 6 – Lists and Registers: <ul style="list-style-type: none"> • Assets Register • Register of Members' Interests 	On website or on request to the Parish Clerk Link available via website http://bacton-pc.gov.uk/	see below **
Class 7 – The services we offer: <ul style="list-style-type: none"> • Play Areas • Cemetery • Streetlighting • Emptying of Bins; Litter & Dog • Seating • Traffic Calming Measures 	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 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 second class

Statutory Fee		In accordance with the relevant legislation
----------------------	--	---

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