

Information available from Bacton Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do Bacton Parish Council comprises of 9 councillors and meets at Bacton Village Hall, Bacton on dates as published usually the second Monday of the month with the exception of August and December.</p>	<p>On the Parish Council website in the Councillors section https://bacton-pc.gov.uk/councillors/councillors/ In the Bacton monthly newsletter Displayed on the Parish Council noticeboards located at Shop Green, village hall and off Broad Road Hard copy available from the Clerk</p>	<p>20p per page</p>
<p>A list of current councillors and details of committees and working parties is maintained by the Clerk and is displayed on the Parish Council's noticeboard and on the Parish Council's website.</p>	<p>On the Parish Council website in the Clerks section https://bacton-pc.gov.uk/councillors/parish-clerk-and-responsible-financial-officer/ Hard copy available from the Clerk</p>	<p>20p per page</p>
<p>Contact details for Parish Clerk and Council members.</p>	<p>On the Parish Council website https://bacton-pc.gov.uk/councillors/councillors/ and https://bacton-pc.gov.uk/councillors/parish-clerk-and-responsible-financial-officer/ Displayed on the Parish Council noticeboards located at Shop Green, village hall and off Broad Road Hard copy available from the Clerk</p>	<p>20p per page</p>

<p>There is no Parish Council office but the Clerk may be contacted during normal working hours: usually Monday to Friday 0900 to 1700</p> <p>The Parish Council employs the Clerk and a street cleaner is grant funded by Mid Suffolk District Council</p>	<p>Tina Newell Meadow View Oak Farm Lane Mendlesham Suffolk IP14 5TE 07767 163706 parishclerk@bacton-pc.gov.uk</p>	
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	<p>Most current and previous year details are on the Parish Council website where prior years can also be found: https://bacton-pc.gov.uk/finance/ Hard copy of all information is available from the Clerk,</p>	20p per page
Finalised budget plus monthly finance reports	<p>On the Parish Council website recorded in the minutes Hard copy available from the Clerk</p>	20p per page
Precept	<p>On the Parish Council website as part of the minutes of for relevant year, these can be found on minutes section of the Meetings page: https://bacton-pc.gov.uk/meetings/minutes-202526/ Hard copy available from the Clerk</p>	20p per page
Borrowing Approval letter	n/a	

Financial Standing Orders and Regulations	On the Parish Council website in the Governance section https://bacton-pc.gov.uk/annual-finance/ Hard copy available from the Clerk	20p per page
Grants given and received	On the Parish Council website recorded in the minutes on the Documents section of the Meetings page: Hard copy available from the Clerk	20p per page
List of current contracts awarded and value of contract	Hard copy available from the Clerk	20p per page
Members' allowances and expenses	n/a	
Class 3 – What our priorities are and how we are doing		
Annual Report to Parish Meeting (current and previous year as a minimum)	On the Parish Council website on the minutes page of the website: https://bacton-pc.gov.uk/assets/Uploads/15-May-APCM-signed2.pdf Hard copy available from the Clerk	20p per page
Class 4 – How we make decisions		
Timetable of meetings: Usually 2 nd Monday of the Month starting at 7.00pm (additional meetings may be called on an ad hoc basis)	On the Parish Council website page https://bacton-pc.gov.uk/meetings/ Displayed on Parish Council Notice Board. Hard copy available from the Clerk	20p per page
Agenda of current meeting	On the Parish Council website in the Agenda & Minutes on the Documents section of the Meetings page: https://bacton-pc.gov.uk/meetings/agenda/ Hard copy available from the Clerk	20p per page

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	On the Parish Council website https://bacton-pc.gov.uk/meetings/minutes-202526/ Hard copy available from the Clerk	20p per page
Responses to consultation papers	Hard copy available from the Clerk	20p per page
Responses to planning applications	On the Parish Council website recorded in the minutes on: Hard copy available from the Clerk Responses are also available on the Mid Suffolk District Council planning portal: https://www.midsuffolk.gov.uk/w/application-searchand-comment	20p per page
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business.	On the Parish Council website in the Policies section https://bacton-pc.gov.uk/annual-finance/policies-and-procedures/ Hard copy available from the Clerk	20p per page
Policies and procedures for the provision of services and about the employment of staff.	On the Parish Council website in the Policies section https://bacton-pc.gov.uk/annual-finance/policies-and-procedures/ Hard copy available from the Clerk	20p per page
Councillor Code of Conduct and induction	On the Parish Council website under Governance https://bacton-pc.gov.uk/assets/Uploads/LGA-Model-Councillor-Code-of-Conduct-7.pdf Hard copy available from the Clerk	20p per page
Schedule of charges (for the publication of information)	See below	

Class 6 – Lists and Registers		
Assets register	On the Parish Council website under Annual Finance: https://bacton-pc.gov.uk/assets/Uploads/Asset-Register-Year-Ended-31-03-25.pdf Hard copy available from the Clerk	20p per page
Register of members' interests	Via Mid Suffolk District Council: https://babberghmidsuffolk.moderngov.co.uk/mgParishCouncilDetails.aspx?ID=408&LS=3 Hard copy available from the Clerk	20p per page
Register of gifts and hospitality	Hard copy available from the Clerk	20p per page
Class 7 – The services we offer: Current information only		
Burial grounds and closed churchyards	Via Parish Council website https://bacton-pc.gov.uk/page-191/ Hard copy available from the Clerk	20p per page
Parks, playing fields and recreational facilities	To be agreed	20p per page
Seating, litter bins, clocks, memorials and lighting	Hard copy available from the Clerk	20p per page
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Via Parish Council website https://bacton-pc.gov.uk/page-191/ : Hard copy available from the Clerk	20p per page

Contact details:

Parish Council website: www.bacton-pc.gov.uk

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 *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the Parish Council