

CONEY WESTON PARISH COUNCIL

Information available from Coney Weston Parish Council under the Freedom of Information model publication scheme

Information to be published	How the information can be obtained
<p>Class 1 - who we are and what we do</p> <p>Current information only</p> <ul style="list-style-type: none"> • Who's who on the Council and its Committees • Contact details for Parish Chairman • Contact details (in accordance with GDPR) for Council members • Details of accessibility to Parish Council 	<p>Available free on website: https://coneyweston.suffolk.cloud/coney-weston-parish-council/</p> <p>Available free on noticeboards or hard copy from the Chairman</p>
Accessibility details for the Parish Council	<p>Peter Clarke, Chairman peterclarke1001@hotmail.com 01359 221906</p>
Staffing structure	None
<p>Class 2 – What we spend and how we spend it</p> <ul style="list-style-type: none"> • Current and previous financial year's accounts • Annual Governance and Accountability Return Form • Internal Auditor's Report • Finalised Budget • Precept Details • Financial Regulations • Grants received • Grants given • List of contracts awarded and value of contract (if applicable) 	<p>Available free on website address: https://coneyweston.suffolk.cloud/coney-weston-parish-council/</p> <p>or hard copy from Chairman</p>

<p>Class 3 – What our priorities are and how we are doing</p> <ul style="list-style-type: none"> • Report to Annual Parish Meeting 	<p>Available free on website address: https://coneyweston.suffolk.cloud/coney-weston-parish-council/ or hard copy from Chairman</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 (this will exclude information that is properly regarded as private to the meeting) • Reports presented to council meetings (this will exclude information that is regarded as private to the meetings) 	<p>Available free on website address: https://coneyweston.suffolk.cloud/coney-weston-parish-council/ or hard copy from Chairman</p>
<ul style="list-style-type: none"> • Responses to consultation papers 	<p>On request to the Parish Chairman</p>
<ul style="list-style-type: none"> • Responses to planning applications 	<p>Included within the minutes or available on the Local Planning Authority's website https://planning.westsuffolk.gov.uk/online-applications/search.do?action=simple&searchType=Application</p>

<p>Class 5 – Our policies and procedures</p> <ul style="list-style-type: none"> • Standing Orders • Code of Conduct • Health & Safety • Complaints • Recruitment Policy • Employees Code of Conducts and Grievance • Disciplinary • Grant Awarding • Social Media • Safeguarding • 	<p>Available free on website https://coneyweston.suffolk.cloud/coney-weston-parish-council/policies/</p>
<p>Class 6 – Lists and Registers</p> <ul style="list-style-type: none"> • Asset Register • Register of Members’ Interests 	<p>Available free on website https://coneyweston.suffolk.cloud/coney-weston-parish-council/policies/ or on request to the Parish Chairman</p>
<ul style="list-style-type: none"> • Disclosure Log (indicating the information that has been provided in response to requests) 	<p>On request to the Parish Chairman</p>
<p>Class 7 – The services we offer</p> <ul style="list-style-type: none"> • Grasscutting • Insurance of village assets • Management of the volunteer group • Management of the Speed Indicator Device (SID) • Publicity • Maintenance of website and Facebook • Grant funding to support village clubs and groups • Defibrillator monitoring • Hedge and highways monitoring 	<p>Details and information on request to the Parish Chairman</p>

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 stationery & admin time
Disbursement cost	Printing @ £1 first sheet then 10p per sheet (black & white) or 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* hard copy will incur a fee – see table above