

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 for Council members• Details of accessibility to Parish Council	<p>Available free on website:</p> <p>https://coneywestonparishcouncil.gov.uk/parish-council/</p> <p>Available free on noticeboards or hard copy from the Clerk</p>
<p>Accessibility details for the Parish Council</p>	<p>Luke Hibbert Clerk clerk@coneywestonparishcouncil.gov.uk 07789 922 395</p> <p>Councillor contact details are on the website and the noticeboards</p>

Class 2 – What we spend and how we spend it

- 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)

Available free on website address:

<https://coneywestonparishcouncil.gov.uk/parish-council/>

or hard copy from Clerk

<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://coneywestonparishcouncil.gov.uk/parish-council/ or hard copy from Clerk</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://coneywestonparishcouncil.gov.uk/parish-council/ or hard copy from Clerk</p>
<ul style="list-style-type: none"> • Responses to consultation papers 	<p>On request to the Clerk</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://www.westsuffolk.gov.uk/planning/vieworcommentonplanningapplications.cfm</p>

<p>Class 5 – Our policies and procedures</p> <ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Code of Conduct • Health & Safety • Complaints Procedure • Disciplinary Procedure • Grant Awarding • Social Media • Data Protection and Information Management Policy • Document Retention and Disposal Policy • Freedom of Information Policy and Procedure • Freedom of Information Publication Scheme • Privacy Statement • IT Policy • Behaviour and Expectations Policy • Noticeboard Policy • Homeworking Policy • Disciplinary Procedure • Scheme of Delegation • Safeguarding Policy 	<p>Available free on website https://coneywestonparishcouncil.gov.uk/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://coneywestonparishcouncil.gov.uk/parish-council/ or on request to the Clerk</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 Clerk</p>

Class 7 – The services we offer

- 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

Details and information on request to the Clerk

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