

Ringshall Parish Council

Publication Guide

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Approval Committee	Full Council
Version	2.0
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Policy History				
Version	Author	Reason for Issue	Date	Approval Minute
1.0	Clerk	New Policy	04/2019	
1.1	Clerk	Corrected Costings	05/2019	RPC/2019/07/22
1.2	Clerk	Updated Review	07/2025	RPC/25/26/
2	Clerk	Updated contact details and restructure of Document Reference System	02/2026	RPC/104/25/26

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Website Parish Clerk - Hard Copy	Free £0.10 per sheet
Contact details for Parish Clerk - Hard Copy and Council members (named contacts where possible with telephone number and email address (if used))	Website Parish Clerk - Hard Copy	Free £0.10 per sheet
Location of main Council office and accessibility details	Website Parish Clerk - Hard Copy	Free Free
Staffing structure	Parish Clerk - Hard Copy	£0.10 per sheet
Declarations of Acceptance of Office	Parish Clerk - Hard Copy	£0.10 per sheet

<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website Parish Clerk - Hard Copy	Free £0.10 per sheet
Finalised budget	Parish Clerk - Hard Copy	£0.10 per sheet
Precept	Parish Clerk - Hard Copy	£0.10 per sheet
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Parish Clerk - Hard Copy	£0.10 per sheet
Grants given and received	Parish Clerk - Hard Copy	£0.10 per sheet
List of current contracts awarded and value of contract	Parish Clerk - Hard Copy	£0.10 per sheet
Members' allowances and expenses	Parish Clerk - Hard Copy	£0.10 per sheet
Receipt/Payments books and Bank Statements (Limited to the last financial year)	Parish Clerk - Hard Copy	£0.10 per sheet
VAT Records (Limited to the last financial year)	Parish Clerk - Hard Copy	£0.10 per sheet
Risk Assessment Information	Website Parish Clerk - Hard Copy	Free £0.10 per sheet

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum</p>		
Parish Plan (current and previous year as a minimum)	Parish Clerk - Hard Copy	£0.10 per sheet
Emergency Plan	Website	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Parish Clerk - Hard Copy	£0.10 per sheet
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A

<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Parish Clerk - Hard Copy	Free £0.10 per sheet
Agendas of meetings (as above)	Website Parish Clerk - Hard Copy	Free £0.10 per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Parish Clerk - Hard Copy	Free £0.10 per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website where possible Parish Clerk - Hard Copy	Free £0.10 per sheet
Responses to consultation papers	Website where possible Parish Clerk – Hard Copy	Free £0.10 per sheet
Responses to planning applications	On planning portal	Free
Bye-laws	N/A	N/A

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements	Parish Clerk - Hard Copy Website	£0.10 per sheet per item Free
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services: Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Parish Clerk - Hard Copy Website	£0.10 per sheet per item Free
Information security policy	N/A	N/A
Records management policies (records retention, destruction and archive)	Website Parish Clerk - Hard Copy	Free £0.10 per sheet
Data protection policies	Website Parish Clerk - Hard Copy	Free £0.10 per sheet per item
Schedule of charges (for the publication of information)	Website Parish Clerk - Hard Copy	Free £0.10 per sheet

Class 6 – Lists and Registers Currently maintained lists and registers only Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Asset register	Website Parish Clerk - Hard Copy	Free £0.10 per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Parish Clerk - Hard Copy	£0.10 per sheet
Register of members' interests	Midsuffolk Website	Free
Register of gifts and hospitality	Parish Clerk - Hard Copy	£0.10 per sheet

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Website Parish Clerk - Hard Copy	Free £0.10 per sheet
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Parish Clerk - Hard Copy	£0.10 per sheet
Bus shelters	Parish Clerk - Hard Copy	£0.10 per sheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying per sheet (black & white)	Actual cost 10p per sheet
	Photocopying per sheet (colour)	Actual cost £25 as no access to colour photocopier in Parish
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		<p>In accordance with the relevant legislation.</p> <p>The material provided in response to the request should be provided at cost. However, if staff costs are incurred in compiling the request these must be calculated at £25 per person per hour, regardless of the actual costs involved.</p> <p>Under s12(2) of the Local Government Act 1972 if the costs exceed £450 the request has moved outside of the appropriate limit and the Council will not have to comply</p>
Other		

Contact details:

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