

**Information available from Barking Parish Council  
under the adopted Publication Policy/Scheme**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b> <i>(Organisational information, structures, locations and contacts)</i></p> <p><i>This will be current information only</i></p> <p><i>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</i></p>	Parish Clerk Website (www.barking.suffolk.gov.uk)	£6.30 Free
Who's who on the Council and its Committees	Parish Clerk Parish Notice Board Website (www.barking.suffolk.gov.uk)	£6.30 Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish Clerk Parish Notice Board Website (www.barking.suffolk.gov.uk)	£6.30 Free Free
Location of main Council office and accessibility details	Parish Notice Board, Parish Clerk and Website (www.barking.suffolk.gov.uk)	Free
Staffing structure	Parish Clerk	£6.30
Declarations of Acceptance of Office	Parish Clerk	£6.30

<p><b>Class 2 –</b>  <b>What we spend and how we spend it</b>  <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i></p> <p><i>Current and previous financial year as a minimum</i></p>		
Annual return form and report by auditor	Parish Clerk and website (at appropriate times)	Hard copy - £6.30
Finalised budget	Parish Clerk	Hard copy - £6.30
Precept	Parish Clerk	Hard copy - £6.30
Borrowing Approval letter	n/a	n/a
Financial Standing Orders and Regulations	Parish Clerk	Hard copy - £6.30 each
Grants given and received	Parish Clerk	Hard copy >>£12.60
List of current contracts awarded and value of contract	Parish Clerk	Hard copy >>£12.60
Members' allowances and expenses	Parish Clerk	Hard copy >>£12.60
Receipt/Payments books and Back Statements (Limited to the last financial year)	Parish Clerk	Hard copy >> £25
VAT Records (Limited to the last financial year)	Parish Clerk	Hard copy >> £25
Risk Assessment Information	Parish Clerk	Hard copy >> £25
<p><b>Class 3 – What our priorities are and how we are doing</b>  <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i></p>		
Parish Plan (current and previous year as a minimum)	Parish Clerk	Hard copy £6.30
Village Design Statement	Parish Clerk	Hard copy £6.30

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Parish Clerk Website	Hard copy - £6.30 Free
Quality status	n/a	n/a
Local charters drawn up in accordance with DCLG guidelines	n/a	n/a
<b>Class 4 – How we make decisions</b> <i>(Decision making processes and records of decisions)</i> <i>Current and previous council year as a minimum</i>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Parish Clerk Parish Notice Board, Website (www.barking.suffolk.gov.uk)	£6.30 Free Free
Agendas of meetings (as above)	Parish Clerk Parish Notice Board, Website (www.barking.suffolk.gov.uk)	£6.30 per item Free Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Parish Clerk Parish Notice Board, Website (www.barking.suffolk.gov.uk)	£6.30 per item Free Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Parish Clerk	>> £12.60 per item
Responses to consultation papers	Parish Clerk	>> £12.60 per item
Responses to planning applications	Parish Clerk	>> £12.60 per item
Bye-laws	Parish Clerk Bye-law signs on the Tye Website (www.barking.suffolk.gov.uk)	£6.30 Free Free

<p><b>Class 5 – Our policies and procedures</b>  <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i></p> <p><i>Current information only</i></p>	Parish Clerk	£6.30 per item
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural Standing Orders  Committee and sub-committee terms of reference incl. Emergency Response Committee  Delegated authority in respect of officers  Code of Conduct  Easement Policy</p>	Parish Clerk	£6.30 per item
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services:  Employment Policy  Complaints Policy  Freedom of Information Publication Scheme</p>	Parish Clerk    Also Website	£6.30 per item    free
Information Security policy (n/a)		
Records management policies (records retention, destruction and archive)	Parish Clerk	£6.30 per item
Data Protection policies ( n/a)		
Schedule of charges (for the publication of information)	Parish Clerk Website	£6.30 per item free

<b>Class 6 – Lists and Registers</b>		
<i>Currently maintained lists and registers only</i>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Parish Clerk (some information may only be available by inspection)	>> £12.60 per item
Assets Register	Parish Clerk	£6.30
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	£6.30
Register of members' interests	Parish Clerk (some information may only be available by inspection)	>>£12.60 per item
Register of gifts and hospitality	Parish Clerk (some information may only be available by inspection)	>>£12.60 per item
<b>Class 7 – The services we offer</b>	<i>(hard copy or website; some information may only be available by inspection)</i>	
<i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</i>		
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	Parish Clerk /Welcome Pack Parish Notice Board Website ( <a href="http://www.barking.suffolk.gov.uk">www.barking.suffolk.gov.uk</a> )	>>£12.60 per item Free Free Free £2 per copy

	Four Parishes News-Link	
Parks, playing fields and recreational facilities	Parish Clerk /Welcome Pack Website ( <a href="http://www.barking.suffolk.gov.uk">www.barking.suffolk.gov.uk</a> )	>>£12.60 per item Free
Seating, litter bins, clocks, memorials and lighting	Parish Clerk /Welcome Pack Website ( <a href="http://www.barking.suffolk.gov.uk">www.barking.suffolk.gov.uk</a> )	>>£12.60 per item Free
Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	
<b>Additional Information</b> <i>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</i>		

**Contact details:**

**The Parish Clerk – Mrs Rosemary Cochrane, Melvington, Willisham Road, Barking Tye, IP6 8HY**

**Email: [pc@barking.suffolk.gov.uk](mailto:pc@barking.suffolk.gov.uk)**

**Tel: 01473 657009**

## SCHEDULE OF CHARGES

*This describes how the charges have been arrived at and should be published as part of the guide.*

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost 10p*
	Photocopying @ 20p per sheet (colour)	Actual cost £25 as no access to colour photocopier in Parish
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		<i>In accordance with the relevant legislation</i> 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. 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.
<b>Other</b>		