



I propose to:

- 1) Remove the ico branding and minimise the header and footer template references.
- 2) Remove all guidance text and redundant table sections highlighted in light blue.
- 3) Publish information to satisfy items highlighted in red. This will make it necessary for Trevor to provide documents detailing council consultation responses for the highlighted item under class 4.
- 4) Remove the cost column which is replaced by my paragraph explaining costs immediately after the document heading.
- 5) Format the tables and text consistently to result in a tidy document.

Information available from Kettleburgh Parish/Community Council under the model publication scheme

All hard copies will cost 10p per sheet for black and white copies (colour copies will only be used where necessary to preserve information and will be charged at 12p per sheet). Postage for hard copies will be charged at cost, generally 5p for an envelope and the current cost of a stamp.

This guidance/template gives examples of the kinds of information that we would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish/Community Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Information to be published (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.	How the information can be obtained	Cost
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.	(hard copy or website)	
Who's who on the Council and its Committees	Kettleburgh website or hard copy	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Kettleburgh website or hard copy	

Location of main Council office and accessibility details	The council does not have an office.	
Staffing structure	The Parish Clerk is sole officer.	
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	(hard copy or website)	
Annual return form and report by auditor	Kettleburgh website or hard copy	
Finalised budget	Kettleburgh website or hard copy	
Precept	Kettleburgh website via November minutes or hard copy	
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Kettleburgh website or hard copy	
Grants given and received	Kettleburgh website or hard copy	
List of current contracts awarded and value of contract	n/a	
Members' allowances and expenses	n/a	
Class 3 – What our priorities are and how we	(hard copy or website)	

<p>are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
Parish Plan (current and previous year as a minimum)	There is no Parish Plan.	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Kettleburgh website or hard copy	
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Kettleburgh website or hard copy	
Agendas of meetings (as above)	Kettleburgh website or hard copy	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Kettleburgh website or hard copy	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Kettleburgh website or hard copy	
Responses to consultation papers	Kettleburgh website or hard copy	

Responses to planning applications	Kettleburgh website or hard copy via minutes	
Bye-laws	n/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Kettleburgh website or hard copy n/a n/a Kettleburgh website or hard copy n/a	
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 Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	n/a	

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Kettleburgh website or hard copy	
Records management policies (records retention, destruction and archive)	Kettleburgh website or hard copy	
Data protection policies	Kettleburgh website or hard copy	
Schedule of charges (for the publication of information)	See explanation above	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a	
Assets register	Kettleburgh website or hard copy	
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)	n/a	
Register of members' interests	SCDC Website linked on Kettleburgh website	
Register of gifts and hospitality	n/a	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance	(hard copy or website; some information may	

and newsletters produced for the public and businesses) Current information only	only be available by inspection)	
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	n/a	
Seating, litter bins, clocks, memorials and lighting	n/a	
Bus shelters	n/a	
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	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Parish Clerk:
Martin Sims
01728 724986
pc@kettleburgh.suffolk.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
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Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 12p per sheet (colour)	Actual cost *
	Envelope @ 5p each	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority