

CREETING ST PETER PARISH COUNCIL

Information available from Creeting St Peter Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - who we are and what we do Current information only <ul style="list-style-type: none"> • Who's who on the Council and its Committee • Contact details for Parish Clerk and Council members • Details of accessibility to Parish Council 	Available free on website address: http://creetingstpeter.suffolk.cloud/ Available free on noticeboards or hard copy from Clerk	See Below **
Location of Parish Council Office and accessibility details	'The Knoll', 1 All Saints Road, Creeting St Mary, Ipswich, Suffolk IP6 8NF Tuesdays, Wednesdays and Thursdays – 9am – 2.30pm	
Staffing structure	Clerk to the Council	
Class 2 – What we spend and how we spend it Current and previous financial year as a minimum <ul style="list-style-type: none"> • Current and previous financial year's accounts • Annual Return Form and Auditor's Report • Finalised Budget • Precept Details • Financial Regulations • Grants given and received including: <ul style="list-style-type: none"> • Support to Church for Grounds Maintenance • Remembrance • Suffolk Bat Group 	Available free on website address: http://creetingstpeter.suffolk.cloud/ or hard copy from Clerk*	see below **
<ul style="list-style-type: none"> • Members' allowances and expenses 	Hard copy from Clerk*	see below **
<ul style="list-style-type: none"> • Chairman's expenses 	Hard copy from Clerk*	see below **
Class 3 – What our priorities are and how we are doing <ul style="list-style-type: none"> • Monitoring & Maintenance of Noticeboard • Monitoring & Maintenance of Defibrillator • Maintenance of Fen Alder Carr Nature Reserve including refurbishment/replacement of Boardwalk 	On website or hard copy from Clerk*	see below**

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<ul style="list-style-type: none"> • Statutory Consultee – Planning Issues • Presentation of Natural Environment including Footpaths • Provision and Circulation of Village Newsletter • General Maintenance of Village and its Assets 		
<ul style="list-style-type: none"> • Annual Report to Parish Meeting 	On website or hand copy from Clerk*	see below **
Class 4 – How we make decisions <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) 	Available free on website Available free on website or noticeboards Available free on website or from Clerk* Available free on website or from Clerk*	see below **
<ul style="list-style-type: none"> • Responses to consultation papers 	On request to the Parish Clerk*	see below *
<ul style="list-style-type: none"> • Responses to planning applications 	Included within the minutes	see below *
Class 5 – Our policies and procedures <ul style="list-style-type: none"> • Procedural Standing Orders • Financial Regulations • Code of Conduct 	Contact the Clerk with specific requests for any policies & procedures or visit the website	see below *
<ul style="list-style-type: none"> • Policies for handling requests for information 	“	see below **
<ul style="list-style-type: none"> • Complaints Procedure & Policy 	“	see below **
<ul style="list-style-type: none"> • Records management policies 	“	see below **
<ul style="list-style-type: none"> • Social Media policy 	“	see below **
Class 6 – Lists and Registers <ul style="list-style-type: none"> • Assets Register 	On website or on request to the Parish Clerk *	see below **
<ul style="list-style-type: none"> • Register of Members’ Interest 	On request to the Parish Clerk *	See below **
Class 7 – The services we offer <ul style="list-style-type: none"> • Play Area • Provision of Grit Bin • Provision of Dog Bins • Street Lighting • Provision of Street Furniture (seating / village sign / noticeboard) • Provision & Maintenance of Nature Reserve • Provision of Defibrillator 	Details and information on request to the Parish Clerk *	see below **

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Contact details:

**Mrs J Blackburn, Clerk & RFO
'The Knoll'
1 All Saints Road
Creeting St Mary
Ipswich
Suffolk IP6 8NF
Tel: 01449 721369**

email: pc@creetingstpeter.suffolk.gov.uk

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

* Hard copy will incur a fee – see table above

** the actual cosy incurred by the public authority