Information available from Shadingfield, Sotterley, Willingham, and Ellough Joint Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	**How the information can be obtained**	**Cost**
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	Website https://shadingfield-jpc.gov.uk/	
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	https://shadingfield-jpc.gov.uk/	
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Postal address and contact phone numbers for Councillors can be obtained via email to the Clerk at clerk@shadingfield-jpc.gov.uk Contact names and email addresses can be obtained on the website. https://shadingfield-jpc.gov.uk/	

Location of main Council office and accessibility details	https://www.eastsuffolk.gov.uk/	
Staffing structure	Available from the Clerk at clerk@shadingfield-jpc.gov.uk	
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum	https://shadingfield-jpc.gov.uk/	
Statement of accounts and internal audit report in the format included in the Annual Return form	https://shadingfield-jpc.gov.uk/	
Finalised budget	https://shadingfield-jpc.gov.uk/	
Precept	https://shadingfield-jpc.gov.uk/	
Borrowing Approval letter	N/A	
All items of expenditure above £100	https://shadingfield-jpc.gov.uk/	
Financial Standing Orders and Regulations	https://shadingfield-jpc.gov.uk/	
Grants given and received	clerk@shadingfield-jpc.gov.uk	
List of current contracts awarded and value of contract	clerk@shadingfield-jpc.gov.uk	
Members' allowances and expenses	clerk@shadingfield-jpc.gov.uk	
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	https://shadingfield-jpc.gov.uk/	
Annual governance statement in format included in the Annual Return form	https://shadingfield-jpc.gov.uk/	

Parish Plan	https://shadingfield-jpc.gov.uk/	
Annual Report to Parish or Community Meeting	https://shadingfield-jpc.gov.uk/	
Quality status	Not held	
Local charters drawn up in accordance with DLUHC's guidelines	Not held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	https://shadingfield-jpc.gov.uk/	
Class 4 – How we make decisions Decision making processes and records of decisions. Current and previous council year as a minimum.	https://shadingfield-jpc.gov.uk/	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	https://shadingfield-jpc.gov.uk/	
Agendas of meetings (as above)	https://shadingfield-jpc.gov.uk/	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	https://shadingfield-jpc.gov.uk/	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	clerk@shadingfield-jpc.gov.uk	
Responses to consultation papers	https://publicaccess.eastsuffolk.gov.uk/	
Responses to planning applications	https://publicaccess.eastsuffolk.gov.uk/	
Bye-laws	Not held	
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only	https://shadingfield-jpc.gov.uk/	
Policies and procedures for the conduct of Council business: • Procedural standing orders	https://shadingfield-jpc.gov.uk/	

• Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements		
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 and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	https://shadingfield-jpc.gov.uk/	
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	https://shadingfield-jpc.gov.uk/	
Class 6 – Lists and Registers Currently maintained lists and registers only.	https://shadingfield-jpc.gov.uk/	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	https://shadingfield-jpc.gov.uk/	
Assets register, including details of public land and building assets	https://shadingfield-jpc.gov.uk/	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	clerk@shadingfield-jpc.gov.uk	

Register of members' interests	https://roi.cmis.uk.com/QuestionSets/ROIListByGroup/1	
Register of gifts and hospitality	Not held	
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	https://shadingfield-jpc.gov.uk/	
Allotments	N/A	
Burial grounds and closed churchyards	https://shadingfield-jpc.gov.uk/	
Community centres and village halls	https://shadingfield-jpc.gov.uk/	
Parks, playing fields and recreational facilities	https://shadingfield-jpc.gov.uk/	
Seating, litter bins, clocks, memorials and lighting	https://shadingfield-jpc.gov.uk/	
Bus shelters	https://shadingfield-jpc.gov.uk/	
Public conveniences	https://shadingfield-jpc.gov.uk/	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Clerk@shadingfield-jpc.gov.uk	
Additional Information Information not itemised in the lists above	Clerk@shadingfield-jpc.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
Disbursement cost		
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		