

## CODDENHAM PARISH COUNCIL

### Information available from Coddenham Parish Council under the Publication Scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 – who we are and what we do</b></p> <p>(organisational information, structures, locations and contacts)</p> <p>Current information only</p> <ul style="list-style-type: none"> <li>• Who’s who on the Council and its Committees</li> <li>• Contact details for the Parish Clerk</li> <li>• Contact details (in accordance with GDPR) for Council members</li> <li>• Details of accessibility to the Parish Council</li> </ul>	<p style="text-align: center;">Available free on website address:</p> <p style="text-align: center;"><a href="https://coddenhampc.org.uk">https://coddenhampc.org.uk</a></p> <p style="text-align: center;">Available free on noticeboards or hard copy from the Clerk</p>	<p style="text-align: center;">see below</p> <p style="text-align: center;">**</p>
<p>Location of Parish Council Office</p>	<p style="text-align: center;">The registered address of the Parish Council is</p> <p style="text-align: center;">24 Church Crescent, Sproughton, IP8 3BJ</p>	
<p>Staffing Structure</p>	<p style="text-align: center;">Clerk to the Council</p>	

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<p><b>Class 2 – what we spend and how we spend it</b></p> <p>(financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <ul style="list-style-type: none"><li>• Current and previous financial year’s accounts</li><li>• Annual Governance and Accountability Return form</li><li>• Internal and External Auditor’s Report</li><li>• Precept details</li><li>• Financial Regulations</li><li>• CIL Reporting</li><li>• Grants received</li><li>• Grants given</li><li>• Members’ allowances and expenses</li><li>• Lost of contracts awarded and value of contract</li></ul>	<p>Available free on website address: <a href="https://coddenhampc.org.uk">https://coddenhampc.org.uk</a> or hard copy from the Clerk</p>	<p>see below **</p>
<p><b>Class 3 – what our priorities are and how we are doing</b></p> <p>(strategies and plans, performance indicator, audits, inspections and reviews)</p> <p>Community Engagement Strategy</p> <p>Surveys</p> <p>Annual Report to the Parish Meeting</p>	<p>Available free on website address: <a href="https://coddenham.org.uk">https://coddenham.org.uk</a> or hard copy from the Clerk</p>	<p>see below **</p>

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<p><b>Class 4 – how we make decisions</b></p> <ul style="list-style-type: none"> <li>• Timetable of Parish Council meetings for current year</li> <li>• Agendas for meetings</li> <li>• Minutes of meetings (this will exclude information that is properly regarded as private to the meeting)</li> <li>• Reports presented to Council meetings (this will exclude information that is properly regarded as private to the meeting)</li> </ul>	<p>Available free on website address:  <a href="https://coddenham.org.uk">https://coddenham.org.uk</a>  or hard copy from the Clerk</p>	<p>see below **</p>
<p>Responses to consultation papers</p>	<p>On request to the Clerk*</p>	<p>see below *</p>
<p>Responses to planning applications</p>	<p>Included within the minutes or on Local Planning Authority's website</p>	<p>see below *</p>
<p><b>Class 5 – our policies, strategies and procedures</b></p> <ul style="list-style-type: none"> <li>• Procedural Standing Orders</li> <li>• Members' Code of Conduct</li> <li>• Community Engagement Strategy</li> <li>• Co-option Procedures</li> <li>• Complaints Procedure</li> <li>• Data Protection Policy</li> <li>• Disciplinary Procedure</li> <li>• Disciplinary Rules</li> <li>• Dispensation Policy</li> </ul>	<p>Available free on website address:  <a href="https://coddenham.org.uk">https://coddenham.org.uk</a></p>	<p>see below *</p>

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<ul style="list-style-type: none"> <li>• Electronic Communications &amp; Social Media Policy</li> <li>• Equality &amp; Diversity Policy</li> <li>• Filming, Videoing, Photography &amp; Audio Recording at Parish Council or Committee Meetings Policy</li> <li>• Financial Regulations</li> <li>• Grant Awarding Policy</li> <li>• Grievance Policy &amp; Procedure</li> <li>• Health &amp; Safety Policy</li> <li>• Information Security Incident Policy</li> <li>• Investment Policy</li> <li>• Lone Worker Policy</li> <li>• Media Policy</li> <li>• Privacy Statement</li> <li>• Privacy Notice for Website</li> <li>• Records Management and Document Retention Policy</li> <li>• Remote Meeting Protocol</li> <li>• Reserves Policy</li> <li>• Risk Management Strategy</li> <li>• Subject Access Request Policy</li> <li>• Subject Access request Procedure</li> <li>• Tree Management Policy</li> </ul>		
<p><b>Class 6 – Lists and Registers</b></p> <p>Assets Register</p>	<p>On website or on request to the Clerk*</p>	<p>see below</p>

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Register of Members' Interests	Link available via website to MSDC website On request to the Clerk	**
<b>Class 7 – the services we offer</b> Emptying of litter bins & dog bins Funding of maintenance of street lighting Provision of and maintenance of allotment gardens Maintenance of trees and hedgerows within the ownership of the Parish Council Provision of traffic calming measures	Details and information on request to the Clerk	see below **

**Contact details: Mrs S Frankis, Clerk & RFO**

**24 Church Crescent**

**Sproughton**

**IP8 3BJ**

**Tel. 07548 152181**

**email: [clerk.coddenhampc@gmail.com](mailto:clerk.coddenhampc@gmail.com)**

SCHEDULE OF CHARGES – where applicable

STATUS: Coddenham Parish Council adopted 16 July 2020

Minute number 20/21 57

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This table describes how the charges have been arrived at and is published as part of this guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE – cost of stationary &amp; admin time</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white) or 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail
<b>Statutory Fee</b>		In accordance with the relevant legislation

\*hard copy will incur a fee – see table above

\*\*the actual cost incurred by Coddendam Parish Council

\*\*the actual printing cost incurred by Coddendam Parish Council