

## FREEDOM OF INFORMATION ACT 2000

### 07 RATTLEDEN PARISH COUNCIL PUBLICATION SCHEME

As well as responding to requests for information, the Parish Council is committed to publishing information proactively. The Freedom of Information Act 2000 requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

The scheme sets out the Council's commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.

Below is the Rattlesden Parish Council scheme which follows the model version provided and approved by the ICO.

Should you require information which does not appear to be covered by the scheme and is not listed below then please do not hesitate to request it from the Parish Clerk whose contact details can also be found below.

Information to be Published	How the Information can be Obtained	Cost
<b>Class 1 - Who We Are and What We Do</b> (Organisational information, structures, locations and contacts)  This will be current information only.  A lot of Council information is readily available on the Rattlesden Village Website: <a href="http://rattlesden.suffolk.cloud/">http://rattlesden.suffolk.cloud/</a> . Otherwise, please contact the Parish Clerk, Rattlesden Parish Council, Whalebone Cottage, High Street, Rattlesden, Bury St Edmunds IP30 0SB (01449 736799; rattlesdenpc@live.co.uk).		
Who's who on the Council and its Committees.	Website; and hard copy from the Parish Clerk.	Free.
Contact details for Parish Clerk and Council members (named contacts with telephone numbers and e-mail addresses).	Website; Parish Council noticeboard (Lower Road, Rattlesden); and hard copy from the Parish Clerk.	Free.
Location of main Council office and accessibility details.	The Parish Clerk works from home - there is no Council office as such.	

Staffing structure.	The only employee apart from the Parish Clerk is the Litter-Picker. Hard copy details from the Parish Clerk.	Free.
<b>Class 2 - What We Spend and How We Spend It</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Current and previous financial year as a minimum.		
Annual return form and report by auditor.	Website for 2014-2015 and after; and hard copy from the Parish Clerk for previous years.	10p per side of A4 paper for hard copy.
Finalised budget.	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Precept. <i>NB: Also published in Council minutes.</i>	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Borrowing Approval letter.	Not Applicable.	
Financial Standing Orders and Regulations.	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Grants given and received. <i>NB: Also published in Council minutes.</i>	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
List of current contracts awarded and value of contract.	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Members' allowances and expenses.	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Payments and receipts. <i>NB: Also published in Council minutes.</i>	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.

<b>Class 3 - What Our Priorities Are and How We Are Doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current and previous year as a minimum.		
Parish Plan (current and previous year as a minimum).	Not applicable.	
Annual Report to Parish Meeting (current and previous year as a minimum).	Website; and hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Quality status.	Not applicable.	
Local charters drawn up in accordance with Ministry for Housing, Communities and Local Government (MHCLG) guidelines.	Not applicable.	
<b>Class 4 - How We Make Decisions</b> (Decision making processes and records of decisions)		
Current and previous Council year as a minimum.		
Timetable of meetings (Council and Annual Parish Meetings).	Website; Parish Council noticeboard (Lower Road, Rattlesden); and hard copy from the Parish Clerk.	Free.
Agendas of meetings (as above).	Website; Parish Council noticeboard (Lower Road, Rattlesden); and hard copy from the Parish Clerk.	Free.
Minutes of meetings (as above) – NB: excluding any information which may be properly regarded as private to the meeting.	Website; and hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Reports presented to Council meetings – NB: excluding any information which may be properly regarded as confidential to the meeting.	Website; and hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Responses to consultation papers. <i>NB: Also published in Council minutes.</i>	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Responses to planning applications. <i>NB: Also published in Council minutes.</i>	Website (within Council minutes); and hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Bye-laws.	Not applicable.	

<b>Class 5 - Our Policies and Procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>◆ Procedural standing orders.</li> <li>◆ Committee and sub-committee terms of reference.</li> <li>◆ Delegated authority in respect of officers.</li> <li>◆ Code of Conduct.</li> <li>◆ Policy statements.</li> <li>◆ Protocols.</li> </ul>	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>◆ Internal instructions to staff and policies relating to the delivery of services.</li> <li>◆ Equality and diversity policy.</li> <li>◆ Health and safety policy.</li> <li>◆ Recruitment policies (including current vacancies).</li> <li>◆ Policies and procedures for handling requests for information.</li> <li>◆ Complaints procedures (including those covering requests for information and operating the publication scheme).</li> </ul>	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Information security policy.	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Records management policies (records retention, destruction and archive).	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Data protection policies.	Website; and hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Schedule of charges (for the publication of information).	Not applicable.	
<b>Class 6 - Lists and Registers</b> Currently maintained lists and registers only.		

Any publicly available register or list - including burial and grave registers.	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Assets register.	Website; and hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Disclosure log (indicating the information that has been provided in response to requests).	Not applicable.	
Register of members' interests.	Held by Mid Suffolk District Council and available on its Website.	Free.
Register of gifts and hospitality.	Hard copy from the Parish Clerk.	Free.
<b>Class 7 - The Services We Offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only.		
Allotments.	Not applicable.	
Burial grounds.	Website; and hard copy from the Parish Clerk.	Free.
Community centres and village halls.	Not applicable.	
Parks, playing fields and recreational facilities.	Not applicable.	
Seating, litter bins, clocks, memorials and lighting.	Information available from the Parish Clerk.	Free.
Bus shelters.	Information available from the Parish Clerk.	Free.
Markets.	Not applicable.	
Public conveniences.	Not applicable.	
Agency agreements.	Not applicable.	
Services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees).	Website; and hard copy from the Parish Clerk.	Free.
<b>Additional Information</b>		
Formal requests for information under the Freedom of Information Act 2000.	Information available from the Parish Clerk on application	Free but charges made for any

		disbursements (as specified below).
Formal requests for information under the Environmental Information Regulations 2004.	Information available from the Parish Clerk on application	Free but charges made for any disbursements (as specified below).
Formal requests for personal information under the General Data Protection Regulation (GDPR) and Data Protection Act 2018.	Information available from the Parish Clerk on application	£10.00 per request.

#### Contact Details:

Andrew Scott, Parish Clerk  
Rattlesden Parish Council  
Whalebone Cottage, High Street, Rattlesden, Bury St Edmunds IP30 0SB  
Tel.: 01449 736799  
E-Mail: [rattlesdenpc@live.co.uk](mailto:rattlesdenpc@live.co.uk)  
Website: <http://rattlesden.suffolk.cloud/>

**Parish Council Noticeboard:** Lower Road lay-by, adjacent to the bus stop opposite "The Brewers" public house.

#### SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement Cost</b>	Photocopying @ 10p per side of A4 paper for hard copy - black & white.	Actual cost including paper, ink and staff time.
	Photocopying @ 15p per side of A4 paper for hard copy - colour.	Actual cost including paper, ink and staff time.
	Postage - current cost of Royal Mail second-class stamp.	Actual cost of Royal Mail standard second-class postage.
<b>Statutory Fee</b>	Recovery of any costs associated with prevailing legislation.	In accordance with the relevant legislation.
<b>Other</b>	Recovery of any reasonable costs incurred.	Recovery of any reasonable costs incurred.

Publication Scheme adopted by Rattlesden Parish Council 2016-03-29 Minute 2015/159.3 Last Updated 2022-06-28