

## Iken Parish Council

**E-mail:** [ikenpc@gmail.com](mailto:ikenpc@gmail.com)

**Website:** <https://ikenpc.org.uk/>

### Information available from Iken Parish Council

Information to be published	How the information can be obtained	Cost
<b>Class1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only.		
Who's who on the Council and its Committees	Website, noticeboard	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Clerk – Notice Boards From the Clerk (Hard copy) Website	Free Photocopy Cost Free
Staffing structure	Clerk is only employee	
<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 From the Clerk (Hard Copy)	Free Photocopy Cost
Finalised budget	From the Clerk (Hard Copy)	Photocopy Cost
Precept	From the Clerk (Hard Copy)	Photocopy Cost

Financial Standing Orders and Regulations	Website From the Clerk (Hard Copy)	Free Photocopy Cost
Grants given and received	From the Clerk (Hard Copy)	Photocopy Cost
List of current contracts awarded and value of contract (where applicable)	From the Clerk (Hard Copy)	Photocopy Cost
Members' allowances and expenses	From the Clerk (Hard Copy)	Photocopy Cost

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Emergency Plan (current and previous year as a minimum)	Website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free

<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, any committee/sub-committee meetings and parish meetings)	From the Clerk (Hard Copy) Website	Photocopy Cost Free
Agendas of meetings (as above)	From the Clerk (Hard Copy) Website	Photocopy Cost Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	From the Clerk (Hard Copy) Website	Photocopy Cost Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	From the Clerk (Hard Copy) Website	Photocopy Cost Free
Responses to consultation papers	From the Clerk (Hard Copy)	Photocopy Cost
Responses to planning applications	From the Clerk (Hard Copy) Website	Photocopy Cost Free

<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 (where applicable)</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	From the Clerk (Hard Copy) Website	Photocopy Cost Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	From the Clerk (Hard Copy)	Photocopy Cost
Information security policy	From the Clerk (Hard Copy)	Photocopy Cost
Data protection policies	From the Clerk (Hard Copy)	Photocopy Cost
Schedule of charges (for the publication of information)	From the Clerk (Hard Copy)	Photocopy Cost

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	From the Clerk (Hard Copy)	Photocopy Cost
Assets Register	Website (internal audit doc)	free

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)	From the Clerk (Hard Copy)	Photocopy Cost
Register of members' interests	From the Clerk (Hard Copy)	Photocopy Cost
Register of gifts and hospitality	From the Clerk (Hard Copy)	Photocopy Cost

<b>Class 7 – The services we offer</b> Iken Parish Council do not currently offer any services.		
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<b>Additional Information</b> If you have any questions of further requests please contact the Iken Parish Clerk.
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Contact Details

Iken Parish Council Clerk: [ikenpc@gmail.com](mailto:ikenpc@gmail.com)

## SCHEDULE OF CHARGES

<b>1 TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
Photocopying @ 20p per sheet (colour)	A4 single sheet from printer	Actual cost
Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class	
<b>Other</b>		