

Information available from Dalham Parish Council under the Freedom of Information Act model publication scheme

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	Hard Copy from Clerk or Website: https://dalhamparishcouncilgov.uk	
List of Council members and their responsibilities as well a list of Council Committees	Hard Copy from Clerk or Website: https://dalhamparishcouncilgov.uk	
Postal and email address	clerk@dalhamparishcouncil.gov.uk Cocks Head House Hargrave Suffolk IP29 5JB	

Contact details for Parish Clerk and Council members	Email: clerk@dalhamparishcouncil.gov.uk or website.	
Location of main Council office and accessibility details	<p>Clerk's office: Cocks Head House Hargrave Suffolk IP29 5JB</p> <p>All parish council meetings are held in Dalham Village Hall, Dalham.</p> <p>Meetings with the clerk by appointment only and will take place in Dalham Village Hall.</p>	
Staffing structure	None, just the clerk	
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		

Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy from the clerk or website	£1 then 10p per sheet + postage
Finalised budget	Hard copy from the clerk or website	£1 then 10p per sheet + postage
Precept	Hard copy from the clerk or website	£1 then 10p per sheet + postage
All items of expenditure above £100	Hard copy from the clerk or website	£1 then 10p per sheet + postage
Financial Standing Orders and Regulations	Hard copy from the clerk or website	£1 then 10p per sheet + postage
Grants given and received	Hard copy from the clerk or website	£1 then 10p per sheet + postage
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		

Annual governance statement in format included in the Annual Return form	Hard copy from the clerk or website	£1 then 10p per sheet + postage
Annual Report to Parish or Community Meeting	Hard copy from the clerk or website	£1 then 10p per sheet + postage
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy from the clerk or website	£1 then 10p per sheet + postage
Agendas of meetings (as above)	Hard copy from the clerk or website	£1 then 10p per sheet + postage
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard copy from the clerk or website	£1 then 10p per sheet + postage

Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy from the clerk or website	£1 then 10p per sheet + postage
Responses to consultation papers	Hard copy from the clerk or website	£1 then 10p per sheet + postage
Responses to planning applications	Hard copy from the clerk or website	£1 then 10p per sheet + postage
Class 5 – Our policies and procedures (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"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Contact the clerk for specific requests relating to these policies or see the website.	£1 then 10p per sheet + postage

Records management policies (records retention, destruction and archive)		
Schedule of charges (for the publication of information)	Attached to the end of this schedule	
Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Assets register, including details of public land and building assets	Hard copy from the clerk or website	£1 then 10p per sheet + postage
Register of members' interests	Hard copy from the clerk or website	£1 then 10p per sheet + postage
Register of gifts and hospitality	Hard copy from the clerk or website	£1 then 10p per sheet + postage
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	(hard copy or website; some information may only be available by inspection)	

Burial grounds and closed churchyards	Contact Dalham PCC	
Community centres and village halls	Contact Dalham Village Hall Management Committee	

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	£1 stationery and admin time + photocopying @10p per sheet (black and white)	Actual cost of stationery and admin time.
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	In accordance with the relevant legislation	