



Information available from Nacton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
A list of councillors in post since January 2017 is attached. This includes details of all positions held within the council and any working or advisory groups they attend.	Parish boards and website	Nil
The Parish Clerk, Sue Brown, can be contacted by e-mail on nactonpc@btinternet.com or by phone on 01473 736519. All Council members can be contacted using the information on the parish boards and website	Parish boards and website	Nil

Nacton Parish Council does not have an office. The Clerk works from home and can be contacted Monday to Saturday between the hours of 9am and 6pm.	Website and parish boards	Nil
Nacton Parish Council employs one part-time member of staff – the Clerk.	Website and parish boards	Nil
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	On website or contact the Clerk	Nil
Finalised budget	On website or contact the Clerk	Nil
Precept	On website or contact the Clerk	Nil
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	On website or contact the Clerk. Hard copy of Financial Regulations will be chargeable	See appendix 2
Grants given and received	Itemised in relevant minutes on website or contact the Clerk. Grants given over the value of £100 will be included in the relevant table on the website	Nil

List of current contracts awarded and value of contract	On website or contact the Clerk	Nil
Members' allowances and expenses	Itemised in relevant minutes on website or contact the Clerk	Nil
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		
Parish Plan (current and previous year as a minimum)	On website	Nil
Annual Report to Parish Meeting (current and previous year as a minimum)	On website or available from the Clerk	See appendix 2
Quality status	LCAS Foundation level	
Local charters drawn up in accordance with DCLG guidelines	None	
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)	Current and previous year on website	Nil
Agendas of meetings (as above)	On website for current year. Available from the Clerk for previous years	Nil from website

Minutes of meetings (as above)	On website and available from the Clerk	Nil from website
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.	Summarised in the relevant minutes on the website. Full reports available from the Clerk.	See appendix 2
Responses to consultation papers	Summarised in the relevant minutes on the website. Full reports available from the Clerk.	See appendix 2
Responses to planning applications	Summarised in the relevant minutes on the website. Full responses available from the Clerk or SCDC website.	See appendix 2
Bye-laws	None	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Standing Orders and Code of Conduct are available through the website or from the Clerk. Nacton Parish Council has no specific delegated authority in respect of officers and no Committees or sub-Committees.</p>	<p>Nil from website or see appendix 2</p>

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Nacton Parish Council has no equality and diversity policy or health and safety policy. It has no published recruitment policy and currently has no vacancies. The policies and procedures for handling requests for information and complaints are available from the website or the Clerk.</p>	<p>Nil from website or see appendix 2</p>
<p>Information security policy</p>	<p>Nacton Parish Council has no information security policy.</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>On website or available from Clerk.</p>	<p>Nil</p>
<p>Data protection policies</p>	<p>Personal information held by Nacton Parish Council is subject to the provisions of the Data Protection Act 1998. The Council does not have its own data protection policies.</p>	
<p>Schedule of charges (for the publication of information)</p>	<p>See appendix 2 below.</p>	

Class 6 – Lists and Registers		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Full copy of the electoral register for Nacton. Not available for inspection.	
Asset register	Available by inspection via the Clerk.	Nil
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)	No request for information has been received to date, so no disclosure log is available.	
Register of members' interests	Available to view on the Suffolk Coastal District Council website via a link from Nacton Parish Council's website.	Nil
Register of gifts and hospitality	None received so far so no register kept.	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	None in Nacton	
Burial grounds and closed churchyards	Nacton Parish Council pays a sum of money each year to maintain the churchyard of St Martin's church. The Council also maintains the Paupers' Graveyard in the village.	

Community centres and village halls	Nacton village hall is managed by the Village Hall Committee, which is separate from the Parish Council.	
Parks, playing fields and recreational facilities	The playing field and cricket pavilion, together with the other amenities on that site, are managed and maintained by Nacton Community Council, which is separate from the Parish Council. Nacton Parish Council owns Victoria Field, the Paupers' Graveyard, Poor's Field and The Pound.	
Seating, litter bins, grit bins, dog bins, memorials and lighting	The seating and tables in Victoria Field are owned and maintained by Nacton Parish Council, as are all litter bins, grit bins and dog bins in the village. The Parish Council owns, maintains and insures the war memorial (First World War). The two street lights at the crossroads of The Street and Felixstowe Road are owned and maintained by Suffolk County Council. The street lights in Mill Piece and Sawmill Lane are owned and maintained by Suffolk Coastal District Council.	

Bus shelters	Nacton Parish Council owns and maintains two bus shelters – outside Victoria Field and at the crossroads of The Street and Felixstowe Road (village side). The bus shelter on the opposite side of Felixstowe Road is owned and maintained by Suffolk County Council.	
Markets	None	
Public conveniences	None	
Agency agreements	None	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Emergency Plan	To be made available on website.	Nil
Parish newsletter	Distributed to every household in the parish at least once a year.	Nil
Filming at Meetings protocol	On website	Nil
Action Plan for current year	On website	Nil
Reports for last Annual Parish Meeting	On website	Nil

Appendix 1

List of Nacton Parish Council members and their roles and responsibilities

Gillian Bence-Jones

Robert Giles - Webmaster. Representative for George Court. Member of emergency plan and newsletter working groups.

Brian Hunt - Chairman of Parish Council, Finance Advisory Group and all Working Groups. Representative for village hall committee and community council.

Jos Leeder – Assistant webmaster, member of newsletter working group.

Ros Eaton - Member of emergency plan working group.

Malcolm Robson – mentor.

Andrew Slater - Member of Finance Advisory Group.

Paula Warner - Deputy Chairman. Village recorder and representative for Poor's Field. Member of newsletter working group.

Judith Wyndham - Member of emergency plan working group.

Appendix 2

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black and white)	Actual cost incurred by Nacton Parish Council
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with section 15 of the Re-Use of Public Sector Information Regulations 2015 and section 13 of the Freedom of Information Act 2000
Other		