

CREETING ST MARY PARISH COUNCIL

Information available from Creeting St Mary Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - who we are and what we do Current information only <ul style="list-style-type: none"> • Who's who on the Council and its Committee • Contact details for Parish Clerk and Council members • Details of accessibility to Parish Council 	Available free on website address: www.creeting-st-mary.suffolk.gov.uk Available free on noticeboards or hard copy from Clerk	See Below **
Location of Parish Council Office and accessibility details	'The Knoll', 1 All Saints Road, Creeting St Mary, Ipswich, Suffolk IP6 8NF Tuesdays, Wednesdays and Thursdays – 9am – 2.30pm	
Staffing structure	Clerk to the Council	
Class 2 – What we spend and how we spend it Current and previous financial year as a minimum <ul style="list-style-type: none"> • Current and previous financial year's accounts • Annual Return Form and Auditor's Report • Finalised Budget • Precept Details • Financial Regulations • Grants given and received including: <ul style="list-style-type: none"> • Support to Church for Grounds Maintenance • Remembrance • Citizens Advice Bureau • Needham Market 1st Responders 	Available free on website address: www.creeting-st-mary.suffolk.gov.uk or hard copy from Clerk*	see below **
• Members' allowances and expenses	Hard copy from Clerk*	see below **
• Chairman's expenses	Hard copy from Clerk*	see below **
• Annual Report to Parish Meeting	On website or hand copy from Clerk*	see below **
Class 3 – What our priorities are and how we are doing <ul style="list-style-type: none"> • Provision of Community Speedwatch Team 	From Clerk*	see below **

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<ul style="list-style-type: none"> • Arrange future History Days • Monitoring/maintenance/provision of play equipment • General maintenance of the village and its assets 		
Class 4 – How we make decisions <ul style="list-style-type: none"> • Timetable of Parish Council Meetings for current year • Agendas of meetings • Minutes of meetings (this will exclude information that is properly regarded as private to the meeting) • Reports presented to council meetings (this will exclude information that is regarded as private to the meetings) 	<p style="text-align: center;">Available free on website Available free on website or noticeboards Available free on website or from Clerk*</p> <p style="text-align: center;">Available free on website or from Clerk*</p>	see below **
<ul style="list-style-type: none"> • Responses to consultation papers 	On request to the Parish Clerk*	see below *
<ul style="list-style-type: none"> • Responses to planning applications 	Included within the minutes	see below *
Class 5 – Our policies and procedures <ul style="list-style-type: none"> • Procedural Standing Orders • Financial Regulations • Code of Conduct • Records Management Policy 	Contact the Clerk with specific requests for any policies & procedures or visit the website	see below *
Class 6 – Lists and Registers <ul style="list-style-type: none"> • Assets Register 	On website or on request to the Parish Clerk *	see below **
<ul style="list-style-type: none"> • Register of Members' Interest 	On request to the Parish Clerk *	see below **
Class 7 – The services we offer <ul style="list-style-type: none"> • Provision of Dog & Litter Bins • Street Furniture (seating / village sign / noticeboards) • Grass Cutting 	Details and information on request to the Parish Clerk *	see below **

Contact details:

Mrs J Blackburn, Clerk & RFO
'The Knoll'
1 All Saints Road
Creeting St Mary
Ipswich
Suffolk IP6 8NF
Tel: 01449 721369

email: clerk@csmc.co.uk

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SCHEDULE OF CHARGES – where applicable

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE – cost of stationary & admin time
Disbursement cost	Photocopying @ £1 first sheet then 10p per sheet (black & white) or 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation

* Hard copy will incur a fee – see table above

** the actual cosy incurred by the public authority

Signed: A. Haynes Dated: 28th March 2024