

Information available from Helmingham Parish Council
under the adopted Publication Policy/Scheme

Website – <https://helminghamparishcouncil.gov.uk>

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do <i>(Organisational information, structures, locations and contacts)</i> <i>This will be current information only</i>	Parish Clerk Website	£6.30 Free
Who's who on the Council	Parish Clerk Parish Notice Board Website	£6.30 Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish Clerk Parish Notice Board Website	£6.30 Free Free
Location of main Council office and accessibility details	Parish Notice Board, Parish Clerk and Website	Free
Declarations of Acceptance of Office	Parish Clerk	£6.30
Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> <i>Current and previous financial year as a minimum</i>		
Annual return form and report by auditor	Parish Clerk and website	Hard copy - £6.30
Finalised budget	Parish Clerk and website	Hard copy - £6.30
Precept	Parish Clerk and website	Hard copy - £6.30
Financial Standing Orders and Regulations	Parish Clerk and website	Hard copy - £6.30 each
Grants given and received	Parish Clerk and website	Hard copy - £12.60
List of current contracts awarded and value of contract	Parish Clerk and website	Hard copy - £12.60
Members' allowances and expenses	Parish Clerk	Hard copy - £12.60
Receipt/Payments books and Bank Statements (Limited to the last financial year)	Parish Clerk and website	Hard copy - £25
VAT Records (Limited to the last financial year)	Parish Clerk	Hard copy - £25
Risk Assessment Information	Parish Clerk	Hard copy - £25

Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>		
Annual Report to Parish Meeting (current and previous year as a minimum)	Parish Clerk Website	Hard copy - £6.30 Free
Class 4 – How we make decisions <i>(Decision making processes and records of decisions)</i> <i>Current and previous council year as a minimum</i>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Parish Clerk Parish Notice Board, Website	£6.30 Free Free
Agendas of meetings (as above)	Parish Clerk Parish Notice Board, Website	£6.30 per item Free Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Parish Clerk Parish Notice Board, Website	£6.30 per item Free Free
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Parish Clerk Website	£12.60 per item Free
Responses to consultation papers	Parish Clerk Website (within minutes)	£12.60 per item Free
Responses to planning applications	Parish Clerk	£12.60 per item
Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</i>	Parish Clerk	£6.30 per item
Policies and procedures for the conduct of council business, the provision of services and about the employment of staff, and Internal policies relating to the delivery of services.	Parish Clerk Also Website	£6.30 per item Free
Records management policies (records retention, destruction and archive)	Parish Clerk	£6.30 per item
Schedule of charges (for the publication of information)	Parish Clerk Website	£6.30 per item free
Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i>		

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Parish Clerk (some information may only be available by inspection)	£12.60 per item
Assets Register	Parish Clerk Website	£6.30 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)	Parish Clerk	£6.30
Register of members' interests	Parish Clerk District Council Website	£12.60 per item Free
Register of gifts and hospitality - <i>(some information may only be available by inspection)</i>	Parish Clerk	£12.60 per item
Class 7 – The services we offer <i>(Information about the services we offer, incl leaflets, guidance & newsletters produced for the public and businesses). Current info only</i>	<i>(hard copy or website; some information may only be available by inspection)</i>	
Allotments	n/a	n/a
Burial grounds and closed churchyards (n/a)	n/a	n/a
Village Hall	n/a	n/a
Litter/dog waste bins, and lighting	n/a	n/a
Bus shelters	Parish Clerk Website	£12.60 per item Free

Contact details:

The Parish Clerk – Mrs Sarah Clare, Helmingham Parish Clerk, The Cottage, Cow Green, Bacton, Suffolk, IP14 4HJ

Email: clerk@helminghamparishcouncil.gov.uk

Tel: 07801 628591

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying (black & white)	Actual cost
	Photocopying (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Statutory Fee <i>In accordance with the relevant legislation</i>		The material provided in response to the request should be provided at cost, however, if staff costs are incurred in compiling the request these must be calculated at £25 per person per hour, regardless of the actual costs involved. Under s12(2) of the Local Government Act 1972 if the costs exceed £450 the request has moved outside of the appropriate limit and the Council will not have to comply.
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Adopted at the Meeting of Helmingham Parish Council held on 15th May 2026