

MELLIS PARISH COUNCIL

PARISH PUBLICATION POLICY

INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT

CONTACT DETAILS

Parish Clerk: Miss J Challis, 75 Shelfanger Road, Diss, IP22 4EH

Tel: 07796 410694

Email: mellisparishcouncil@gmail.com

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
CLASS 1 - WHO WE ARE AND WHAT WE DO Who is on the Council and its Committees Contact details for Parish Clerk and Councillors Staffing Structure	Hard Copy and Website Hard Copy and Website Hard Copy
CLASS 2 - WHAT WE SPEND AND HOW WE SPEND IT Annual Return and Report by Auditor Finalised Budget Precept Borrowing Approval Letter Financial Regulations Grants given and received List of current contracts awarded Member's allowances and expenses	Hard Copy and Website Hard Copy and Website Hard Copy and Website Hard Copy Hard Copy and Website Hard Copy and Website Hard Copy and Website Hard Copy
CLASS 3 - WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING Annual Report to Parish Approved Minutes of Meetings	Hard Copy and Website Hard Copy and Website
CLASS 4 - HOW WE MAKE DECISIONS Timetable of Meetings Agendas of Meetings Approved Minutes of Meetings Reports presented to Council Meetings Responses to Consultation Papers Responses to Planning Applications	Hard Copy and Website Hard Copy and Website Hard Copy and Website Hard Copy and Website Hard Copy and Website Hard Copy and Website
CLASS 5 - OUR POLICIES AND PROCEDURES Procedural Standing Orders Delegated authority in respect of Officers Code of Conduct Policy Statements Equality and Diversity and Inclusion Policy Health and Safety Policy Policy and Procedure for handling requests for information Complaints Procedure Data Protection Policy Risk Assessment Policy	Hard Copy and Website Hard Copy Hard Copy and Website Hard Copy and Website Hard Copy and Website Hard Copy and Website Hard Copy and Website Hard Copy and Website Hard Copy and Website Hard Copy and Website

Approved by Mellis Parish Council 25th March 2021

Page 1 of 2

Date of next review March 2022

CLASS 6 - LISTS AND REGISTERS Assets Register Disclosure Log Register of Members Interests Register of Gifts and Hospitality	Hard Copy and Website Hard Copy Hard Copy and Website Hard Copy
CLASS 7 - THE SERVICES WE OFFER Community Centres and village halls Parks, playing fields and recreational facilities Seating, Litter Bins, Grit Bins, Dog Bins, Memorials and Lighting Bus shelters	Hard Copy and Website Hard Copy and Website Hard Copy and Website Hard Copy and Website

Schedule of charges for hard copies:

Photocopying – actual cost incurred*

Postage (Royal Mail standard 2nd class post will be used unless otherwise specified by Mellis Parish Council or by the applicant) – actual cost incurred*

*** The actual cost incurred by Mellis Parish council at the time of the request. A quotation will be provided on request.**

Mellis Parish Council Website – Free

Website address: <http://www.mellisparishcouncil.org.uk>