



## Information available from Nacton Parish Council under the model publication scheme

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
A list of councillors in post can be found on Parish boards and website. 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, Clare Lucas, can be contacted by e-mail on <a href="mailto:nactonpc@gmail.com">nactonpc@gmail.com</a> . 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	Website and parish boards	Nil

from home and can be contacted at any time by email only.		
Nacton Parish Council employs one part-time member of staff – the Clerk.	Website and parish boards	Nil
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum		
Annual return form and report by internal 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.	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

<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
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	
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
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	See appendix 2

	available from the Clerk.	
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	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	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.	Nil from website or see appendix 2
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of	Nacton Parish Council has no equality and diversity policy or health and safety policy. It has no published recruitment policy and	Nil from website or see appendix 2

services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	currently has no vacancies. The policies and procedures for handling requests for information and complaints are available from the website or the Clerk.	
Information security policy	Nacton Parish Council has no information security policy.	
Records management policies (records retention, destruction and archive)	On website or available from Clerk.	Nil
Data protection policies	Personal information held by Nacton Parish Council is subject to the provisions of the General Data Protection Regulations 2016. The Council has a privacy notice and a data consent form.	
Schedule of charges (for the publication of information)	See appendix 2 below.	
<b>Class 6 – Lists and Registers</b>		
Any publicly available register or list	Full copy of the electoral register for Nacton. Not available for inspection.	

Asset register	Available by inspection via the Clerk.	Nil
Disclosure log	No request for information not already in the public domain has been received to date, so no disclosure log is available.	
Register of members' interests	Available to view on the East Suffolk 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.	
<b>Class 7 – The services we offer</b> (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	

	<p>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 and Poor's Field.</p>	
<p>Seating, litter bins, grit bins, dog bins, memorials and lighting</p>	<p>The seating and tables, and trim trail 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) and the verge posts around it. 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 East Suffolk Council.</p>	
<p>Bus shelters</p>	<p>Nacton Parish Council owns and maintains two bus shelters – outside Victoria Field and at the crossroads</p>	

	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	
<b>Additional information</b> 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
Nacton Parish newsletter	Sent to those who sign up to the email distribution list	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

- Chairman – Paula Warner
- Vice Chair – Angus Eaton
- Poors Field – Paula Warner
- Community Council – Brian Hunt
- Finance Advisory Group – Brian Hunt/Jos Leeder/Sally Baalham/RFO
- Matters of the Moment – Clerk/Paula Warner
- Emergency Plan Group – Angus Eaton (supported by all councillors)
- Village Hall – Emma Wilson
- SALC / Sizewell C - Clerk
- Councillor Inductions – Paula Warner
- George Court – Judith Wyndham
- Tree Warden – Andrew Williams
- Maintenance Plan Group – Jane Mumford/Jos Leeder/Emma Wilson
- Village Recorder – Paula Warner

## Appendix 2

### Schedule of charges

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Printing	Actual cost incurred by Nacton Parish Council
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		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
<b>Other</b>		