

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

Information to be published	How the information can be obtained
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Website: debenham.onesuffolk.net</p> <p><a href="mailto:parish.clerk@debenhamparishcouncil.org">parish.clerk@debenhamparishcouncil.org</a> Hard copy by application to the Clerk: Mr Brian Mansfield Debenham Parish Council, c/o Dove Cottage, Debenham Suffolk IP14 6QN Tel. 07895 583798</p>
Who's who on the Council and its Committees	As above
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	As above
Location of main Council office and accessibility details	Not applicable
Staffing structure	As above

<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	Documents available for free on the Website.  Hard copies may be obtained from the Clerk by request
Annual return form and report by the auditor	Website
Finalised budget	Website
Precept	Website
Borrowing Approval letter	Not applicable
Financial Standing Orders and Regulations	Website
Grants given and received	Listed on the Minutes and Accounts
List of current contracts awarded and value of the contract	Available upon request
Members' allowances and expenses	Listed under Payments
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Website
Parish Plan (current and previous year as a minimum)	Currently producing Neighbourhood Plan
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website
Quality status	Not applicable
<b>Class 4 – How we make decisions</b> (Decision-making processes and records of decisions) Current and previous council year as a minimum	Resolutions noted on Minutes.
Timetable of meetings (Council, any Committee Meetings and Parish Meetings)	Noticeboard / Website
Agendas of meetings (as above)	Noticeboard / Website

Minutes of meetings (as above) – note: this will exclude the minutes of any confidential section of the meeting.	Noticeboard / Website
Reports presented to council meetings – note: this will exclude information that is circulated, presented or considered during any confidential section of the meeting.	Website
Responses to consultation papers (personal data redacted)	Resolutions noted in Minutes
Responses to planning applications	MSDC Planning website
Bye-laws	MSDC / SCC Websites
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website
Policies and procedures for the conduct of council business:  Standing Orders Code of Conduct	Website
Policies and procedures for the provision of services Internal policies relating to the delivery of 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)	Website
Electronic Communications policy	Website
Records management policies (records retention, destruction and archive)	Website
Data protection policies	Website

Schedule of charges for the publication of information)	Website
<b>Class 6 – Lists and Registers</b>	
Currently maintained lists and registers	Some information may be available for inspection by appointment with the Clerk
Any publicly available register or list (if any are held, this should be publicised; in most circumstances, existing access provisions will suffice)	Website
Assets Register	Website
FOI Disclosure log (indicating the information that has been provided in response to requests, EXCLUDING ANY PERSONAL DATA- recommended as good practice- dedicated section on the Website	Website
Register of members' interests	Website / MSDC records
Register of gifts and hospitality	Hard copy
<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) Current information only	Website
Allotments	By appointment
Burial grounds and closed churchyards	By appointment
Community centres and village halls	Not applicable
Play areas, playing fields and recreational facilities	Website
Seating, litter bins, clocks, memorials and lighting	Website
Bus shelters	Website
Markets	Website
Public conveniences	Website
Agency agreements	Not applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	By request

<b>Additional Information</b> - information that is not itemised in the lists above:	
Parish council meeting summary published in the parish magazine	Website
Risk Assessment	Website
Neighbourhood Plan (upon completion)	Website
Agricultural Holding	By request
Woodland and waterways	By request

**Contact details:** Clerk and Responsible Financial Officer: Mr Brian Mansfield  
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**Reviewed on: 14<sup>th</sup> April 2025**

**Next review due: March 2026**