

CHARSFIELD PARISH COUNCIL

Information available from Charsfield Parish Council

Under the Model Publication Scheme

Contact Details: Parish Council Website: [Charsfield.org.uk](http://charsfield.org.uk)
Parish Clerk: [Charsfieldparishcouncil:@gmail.com](mailto:Charsfieldparishcouncil@gmail.com)
Brook House, Church Road,
Charsfield IP13 7QB

Information to be Published	How the Information Can Be Obtained
1. Who We Are and What We Do Organisation Information, locations and contacts, constitutional and legal governance	
	Website: http://charsfield.org.uk Or hard copy from the Parish Clerk
Who is on Charsfield Parish Council	Website or hard copy from Clerk
Contact details for Charsfield Parish Council and Parish Clerk	Charsfieldparishcouncil@gmail.com
Location of main council office and accessibility details	Clerk's Office: Brook House, Church Road, Charsfield IP13 7QB All Parish Council Meetings take place in Charsfield Village Hall. Meetings with the Clerk will be by appointment only and will take place in Charsfield Village Hall.
2. What We Spend and How We Spend It Financial Information Relating to Projected and Actual Income and Expenditure, Tendering, Procurement and Contracts	
Finalised Budget	Website or hard copy from Clerk
Precept	Website or hard copy from Clerk
Financial Standing Orders and Regulations including adopted policies	Website or hard copy from Clerk
Grants given and received	Website or hard copy from Clerk

AGAR (Annual Governance and Accountability Return)	Website or hard copy from Clerk
3. What Our Priorities Are and How We Are Doing Strategy and performance information, plans, assessments, inspections and reviews.	
Annual report to Parish Meeting	Website or hard copy from Clerk
4. How We Make Decisions Policy proposals and decisions, decision making processes, internal criteria and procedures, consultations.	
Dates of Parish Council Meetings	Website or hard copy from Clerk Agendas and Minutes of Previous Meetings
Agendas of Parish Council Meetings	Website or hard copy from Clerk Emails available
Associated papers for discussion at Parish Council Meeting	Website or hard copy from Clerk
Minutes of Parish Council Meetings	Website or hard copy from Clerk
Responses to Planning Applications	East Suffolk Council Planning Website, email or hard copy from Clerk
5. Our Policies and Procedures Current written protocols for delivering our functions and responsibilities.	
Standing Orders	Website or hard copy from Clerk
Financial Regulations	Website or hard copy from Clerk
Internal Control Document	Website or hard copy from Clerk
Risk Assessment	Website or hard copy from Clerk
Code of Conduct	Website or hard copy from Clerk
Road Safety Analysis 2024	Website or hard copy from Clerk
Emergency Plan	Website or hard copy from Clerk
Anti-bullying and Harassment Policy	Website or hard copy from Clerk
6. Lists and Registers	

Information held in registers required by law and other lists and registers relating to the functions of the authority.	
Register of Members' Interest	East Suffolk Council Website or hard copy from Clerk
Asset Register	Website or hard copy from Clerk
Email Lists	Not available for public inspection
7. The Services We Offer Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.	
Burial grounds and closed churchyards	Contact PCC of St Peter's Church, Charsfield
Charsfield Village Hall	Contact Charsfield Village Hall Management Committee https://charsfieldvillagehall.org.uk/
Charsfield Recreation Ground	Contact charsfieldrc@gmail.com

There may be a charge for printing hard copies of documents