

BURSTALL PARISH COUNCIL

Information available from Burstall Parish Council under the Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 – who we are and what we do (organisational information, structures, locations and contacts) Current information only • Who's who on the Council and its Committees • Contact details for the Parish Clerk • Contact details (in accordance with GDPR) for Council members • Details of accessibility to the Parish Council	Available free on website address: https://burstall-pc.gov.uk/ Available free on noticeboards or hard copy from the Clerk	see below **
Location of Parish Council Office	The registered address of the Parish Council is 24 Church Crescent, Sproughton, IP8 3BJ	
Staffing Structure	Clerk to the Council	

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Class 2 – what we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) • Current and previous financial year's accounts • Annual Governance and Accountability Return form • Internal and External Auditor's Report • Precept details • Financial Regulations • CIL Reporting • Grants received • Grants given • Members' allowances and expenses • List of contracts awarded and value of contract	Available free on website address: https://burstall-pc.gov.uk/ or hard copy from the Clerk	see below **
Class 3 – what our priorities are and how we are doing (strategies and plans, performance indicator, audits, inspections and reviews) Community Engagement Strategy Surveys Annual Report to the Parish Meeting	Available free on website address: https://burstall-pc.gov.uk/ or hard copy from the Clerk	see below **

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Class 4 – how we make decisions • Timetable of Parish Council meetings for current year • Agendas for meetings • Minutes of meetings (this will exclude information that is properly regarded as private to the meeting) • Reports presented to Council meetings (this will exclude information that is properly regarded as private to the meeting)	Available free on website address: https://burstall-pc.gov.uk/ or hard copy from the Clerk	see below **
Responses to consultation papers	On request to the Clerk*	see below *
Responses to planning applications	Included within the minutes or on Local Planning Authority's website	see below *
Class 5 – our policies, strategies and procedures • Procedural Standing Orders • Members' Code of Conduct • Community Engagement Strategy • Co-option Procedures • Complaints Procedure • Data Protection Policy • Dignity at Work Policy • Disciplinary Procedure • Disciplinary Rules	Available free on website address: https://burstall-pc.gov.uk/	see below *

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• Dispensation Policy • Electronic Communications & Social Media Policy • Equality & Diversity Policy • Filming, Videoing, Photography & Audio Recording at Parish Council or Committee Meetings Policy • Financial Regulations • Gifts and Hospitality Policy • Grant Awarding Policy • Grievance Policy & Procedure • Health & Safety Policy • Information Security Incident Policy • IT Policy • Internal Control Report • Internal Control Statement • Investment Policy • Investment Strategy • Lone Worker Policy • Media Policy • Personal Data Audit & questionnaire • Privacy Statement • Privacy Notice for Staff • Privacy Notice for Website • Publication Scheme		
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• Records Management and Document Retention Policy • Remote Meeting Protocol • Reserves Policy • Risk Management Strategy • Safeguarding Policy • Sexual and General Harassment Policy & Procedure • Subject Access Request Policy • Subject Access request Procedure		
Class 6 – Lists and Registers Assets Register Register of Members’ Interests	On website or on request to the Clerk* Link available via website to Babergh District Council website On request to the Clerk	see below **
Class 7 – the services we offer Emptying of litter bins & dog bins Maintenance of grass, trees and hedgerows within the ownership of the Parish Council	Details and information on request to the Clerk	see below **

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Contact details: **Mrs S Frankis, Clerk & RFO**
24 Church Crescent
Sproughton
IP8 3BJ
email: clerk@burstall-pc.gov.uk

SCHEDULE OF CHARGES – where applicable

This table describes how the charges have been arrived at and is published as part of this guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE – cost of stationary & admin time
Disbursement cost	Photocopying @ 10p per sheet (black & white) or 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail
Statutory Fee		In accordance with the relevant legislation

*hard copy will incur a fee – see table above

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**the actual cost incurred by Burstall Parish Council

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