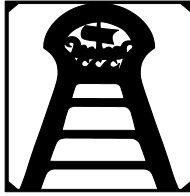


GISLINGHAM



# GISLINGHAM PARISH COUNCIL

## PARISH PUBLICATION POLICY

### INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT

#### CONTACT DETAILS

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

Tel: 07796410694

Email: clerk@gislinghamparishcouncil.com

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
<b>WHO WE ARE AND WHAT WE DO</b> 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
<b>WHAT WE SPEND AND HOW WE SPEND IT</b> Annual Return and Report by Auditor Finalised Budget Precept Borrowing Approval Letter Financial Regulations Grants given and received List of current contracts awarded Members 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
<b>WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING</b> Annual Report to Parish Minutes of Meetings	Hard Copy and Website Hard Copy and Website
<b>HOW WE MAKE DECISIONS</b> Timetable of Meetings Agendas of Meetings 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
<b>OUR POLICIES AND PROCEDURES</b> 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

<b>LISTS AND REGISTERS</b> 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
<b>THE SERVICES WE OFFER</b> Parks, Playing Fields, and Recreational Facilities Seating, Litter Bins, Grit Bins, Dog Bins, Memorials and Lighting War Memorial Speed Indicator Device	Hard Copy Hard Copy Hard Copy Hard Copy Hard Copy

Signed:  Chair

**Approved by Gislingham Parish Council on 15<sup>th</sup> March 2021**

**Date of next review January 2022**