

**INFORMATION AVAILABLE FROM SYLEHAM PARISH COUNCIL UNDER MODEL PUBLICATION SCHEME (01.01.09)**

| INFORMATION TO BE PUBLISHED  | HOW OBTAINED   | COST   |
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| <p><b>Class 1 – Who we are and what we do</b></p> <p>Councillors: Mr M Flounders (Chairman)<br/>Mr J Leader (Vice-Chairman)<br/>Mrs G Elsdon<br/>Miss R Grimes<br/>Mr G Lewis<br/>Major A Napier DL</p> <p>Clerk: Mrs L Bruce 01379 669018<br/>Quiet Waters, Syleham Eye IP21 4LT<br/><a href="mailto:pc@syleham.suffolk.gov.uk">pc@syleham.suffolk.gov.uk</a></p> | <p>From Clerk</p> <p>Website</p> <p>Village Voice</p>                    | <p>10p per sheet</p> <p>Free</p> <p>Free</p> |
| <p><b>Class 2- What we spend and how we spend it</b></p> <ul style="list-style-type: none"> <li>○ Annual return form and report by auditor</li> <li>○ Financial records</li> <li>○ Finalised budget</li> <li>○ Precept</li> <li>○ Standing orders/regulations</li> <li>○ Grants given and received</li> <li>○ Members allowances and expenses</li> </ul>           | <p>Noticeboard (audit report)</p> <p>From Clerk</p>                      | <p>Free</p> <p>10p per sheet</p>             |
| <p><b>Class 3 – Our priorities and how we are doing</b></p> <ul style="list-style-type: none"> <li>○ Annual report to Parish Meeting</li> <li>○ Quality Status</li> </ul>  | <p>From Clerk</p>  | <p>10p per sheet</p>                         |
| <p><b>Class 4 – How we make decisions</b></p> <ul style="list-style-type: none"> <li>○ Timetable of meetings</li> <li>○ Minutes of meetings</li> <li>○ Responses to planning applications</li> <li>○ Agendas of meetings</li> </ul>  | <p>From Clerk</p> <p>Website (meetings)</p> <p>Noticeboard (agendas)</p> | <p>10p per sheet</p> <p>Free</p> <p>Free</p> |
| <p><b>Class 5 – Our policies and procedures</b></p> <ul style="list-style-type: none"> <li>○ Procedural standing orders</li> <li>○ Members' declaration of acceptance of office</li> <li>○ Requests for information</li> <li>○ Terms &amp; conditions of employment (Clerk)</li> <li>○ Job description (Clerk)</li> </ul>  | <p>From Clerk<br/>(some available for inspection only)</p>               | <p>10p per sheet</p>                         |
| <p><b>Class 6 – Lists and registers</b></p> <ul style="list-style-type: none"> <li>○ Register of members' interests</li> </ul>   | <p>From Clerk (inspection only)</p>                                      |  |
| <p><b>Class 7 – The services we offer</b></p> <ul style="list-style-type: none"> <li>○ Bi-monthly report in parish magazine</li> <li>○ Website<br/><a href="http://www.onesuffolk.co.uk/sylehampc">www.onesuffolk.co.uk/sylehampc</a></li> <li>○ Information on Periodic Electoral Review</li> <li>○ Information on any boundary review of area</li> </ul>         | <p>Village Voice</p> <p>Website</p> <p>From Clerk</p>                    | <p>Free</p> <p>Free</p> <p>10p per sheet</p> |
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