

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

The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme. Fleggburgh Parish Council has adopted the model publication scheme issued by the ICO. Under the Act and the Environmental Information Regulations 2004, you have the right to request information held by the council. The scheme below tells you what information the council has, where it can be found, who to contact and whether it is available free of charge.

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website Hard copy (contact clerk)	Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy (contact clerk)	Free 10p per sheet
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
<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)		
Annual return form and report by auditor	Website Hard copy (contact clerk)	Free 10p per sheet
Finalised budget	Website Hard copy (contact clerk)	Free 10p per sheet
Precept	Hard copy (contact clerk)	10p per sheet

Borrowing Approval letter	Hard copy (contact clerk)	10p per sheet
Financial Standing Orders and Regulations	Website Hard copy (contact clerk)	Free 10p per sheet
Grants given and received	Hard copy (contact clerk)	10p per sheet
List of current contracts awarded and value of contract	Hard copy (contact clerk)	10p per sheet
Members' allowances and expenses	Hard copy (contact clerk)	10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Hard copy (contact clerk)	10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy (contact clerk)	10p per sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy (contact clerk)	Free 10p per sheet
Agendas of meetings (as above)	Website Hard copy (contact clerk)	Free 10p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy (contact clerk)	Free 10p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy (contact clerk)	10p per sheet
Responses to consultation papers	Hard copy (contact clerk)	10p per sheet
Responses to planning applications	Hard copy (contact clerk)	10p per sheet

Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Committee and sub-committee terms of reference	Website Hard copy (contact clerk)	Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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	N/A	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy (contact clerk)	10p per sheet
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	N/A	
Schedule of charges (for the publication of information)	Hard copy (contact clerk)	10p per sheet

<b>Class 6 – Lists and Registers</b>	(some information may only be available by inspection)	
Assets register	Hard copy (contact clerk)	10p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests	Hard copy (contact clerk)	10p per sheet
Register of gifts and hospitality	Hard copy (contact clerk)	10p per sheet
<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)	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

**Contact details:**

Susan Holland, Clerk to Fleggburgh Parish Council, c/o 26 Chestnut Avenue, Spixworth, Norwich, NR10 3QG  
 Tel: 07488 323702, Email: [fleggburghpc@gmail.com](mailto:fleggburghpc@gmail.com), Website: <http://fleggburghpc.norfolkparishes.gov.uk/>

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost 2p per sheet*
	Photocopying @ ..p per sheet (colour)	N/A
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Administration time for researching archived material	In accordance with the relevant legislation (Environmental Information Regulations 2004)

\* the actual cost incurred by the public authority

Reviewed February 2018