

Stokesby with Herringby Parish Council

Freedom of Information Model Publication Scheme

Approved and adopted by Stokesby with Herringby Parish Council

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		See costs on Page 8 for hard copies of documents in Class 1
<p>Who's who on the Council and its Committees</p>		
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, Hard Copy, Email	
Location of main Council office and accessibility details	Website, Hard Copy, Email	
Staffing structure	Website, Hard Copy, Email	
<p>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)</p> <p>Current and previous financial year as a minimum</p>		See costs on Page 8 for hard copies of documents in Class 2
Annual return form and report by auditor	Hard Copy, website, email.	
Finalised budget	Hard copy, website, email	
Precept	Hard copy, email	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy, email, website	

Grants given and received	Hard copy, email	
List of current contracts awarded and value of contract	Hard copy, email	
Members' allowances and expenses	Hard copy, email	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		See costs on Page 8 for hard copies of documents in Class 3
Parish Plan (current and previous year as a minimum)	Hard copy, website, email	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy, email	
Quality status	Hard copy, email	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		See costs on Page 8 for hard copies of documents in Class 4
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, Hard Copy, Email	
Agendas of meetings (as above)	Website, Hard Copy, Email	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, Hard Copy, Email	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy, email	
Responses to consultation papers	Hard copy, email	
Responses to planning applications	Hard copy, email	
Bye-laws	N/A	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		<p>See costs on Page 8 for hard copies of documents in Class 5</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Hard copy, email, or website</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal 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 Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy, email, website</p>	
<p>Information security policy</p>	<p>Hard copy or email.</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy, email</p>	
<p>Data protection policies</p>	<p>Hard copy, email, website</p>	
<p>Schedule of charges)for the publication of information)</p>	<p>Website, Hard Copy, Email</p>	

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		<p>See costs on Page 8 for hard copies of documents in Class 6</p>
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>Hard Copy, Email</p>	
<p>Assets Register</p>	<p>Hard copy, email</p>	
<p>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)</p>	<p>Hard copy, email</p>	
<p>Register of members' interests</p>	<p>Hard copy, email</p>	
<p>Register of gifts and hospitality</p>	<p>Hard copy, email</p>	
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		<p>See costs on Page 8 for hard copies of documents in Class 7</p>
<p>Allotments</p>	<p>N/A</p>	
<p>Burial grounds and closed churchyards, graveyard maintenance</p>	<p>The clerk</p>	
<p>Community centres and village halls</p>	<p>N/A</p>	
<p>Parks, playing fields and recreational facilities</p>	<p>Hard copy, email</p>	
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Hard copy, email</p>	
<p>Bus shelters</p>	<p>N/a</p>	
<p>Markets</p>	<p>N/A</p>	
<p>Public conveniences</p>	<p>N/A</p>	
<p>Agency agreements</p>	<p>N/A</p>	
<p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>	<p>N/A</p>	

Please note: hard copies and copies via email from the clerk - see contact details below:

Contact details:

Parish Clerk and Responsible Financial Officer

Catherine Moore

Jubilee Farm

Fleggburgh Road

Norfolk

NR29 5HH

Tel: 01493 253041

Email: clerkstokesby@gmail.com

Website: <http://www.stokesby.org.uk/parishcouncil.html>

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost –paper and ink etc.
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class. Recorded delivery if requested at standard price.

* the actual cost incurred by the public authority