

CLEY PARISH COUNCIL

Freedom of Information Model Publication Scheme

Approved and adopted by Cley Parish Council

Information available from Cley Parish Council under the model publication scheme

NOTE: Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on Page 7. The Clerk's contact details are also on Page 7.

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>See costs on Page 7 for hard copies of documents in Class 1</p>
<p>Who's who on the Council and its Committees</p>		
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Clerk's contact details are on Page 7. Council members' details on the website, noticeboards or hard copy</p>	
<p>Location of main Council office and accessibility details</p>	<p>Office is in Clerk's home. Meetings by appointment only.</p>	
<p>Staffing structure</p>	<p>Clerk is sole employee.</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)		See costs on Page 7 for hard copies of documents in Class 2
Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy	
Finalised budget	Hard copy or email	
Precept	Hard copy	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy or email	
Grants given and received	Hard copy	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Chairman only - Hard copy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		See costs on Page 7 for hard copies of documents in Class 3
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish Meeting (current and previous year as a minimum)	Hardcopy or email	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions		See costs on

(Decision making processes and records of decisions) Current and previous council year as a minimum		Page 7 for hard copies of documents in Class 4
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Noticeboards, email or hard copy.	
Agendas of meetings (as above)	Noticeboards, email or hard copy.	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Village noticeboard (High Street), email or hard copy.	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy or email.	
Responses to consultation papers	See Minutes	
Responses to planning applications	See Minutes	
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		See costs on Page 7 for hard copies of documents in Class 5
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy or email. Hard copy or email. Hard copy or e mail. Hard copy or email. Hard copy or email.	

Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)	Not yet available Not yet available Not yet available Not yet available	
Policies and procedures for handling requests for information	Freedom of Information details available on the hardcopy or email	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hardcopy or email	
Information security policy	Specified in Risk Assessment – hard copy or email.	
Records management policies (records retention, destruction and archive)	Hard copy or email	
Data protection policies	No data not in public domain.	
Schedule of charges (for the publication of information)	See Page 7	
Class 6 – Lists and Registers		See costs on Page 7 for hard copies of documents in Class 6
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	None	
Assets Register	From the Clerk for	

	inspection only	
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)	Not yet available	
Register of members' interests	Apply to Clerk	
Register of gifts and hospitality	Apply to Clerk	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		See costs on Page 7 for hard copies of documents in Class 7
Allotments		
Burial grounds and closed churchyards	No relevant information	
Community centres and village halls	No relevant information	
Parks, playing fields and recreational facilities	No relevant information	
Seating, litter bins, clocks, memorials and lighting	No relevant information	
Shelter		
Markets	No relevant information	
Public conveniences	No relevant information	
Agency agreements	No relevant information	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

**Clerk to the Council
Di Dann
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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 @ 10p per single-sided sheet (black & white)	Actual cost based on computer printing
	Photocopying @ 30p per single-sided sheet (colour)	Actual cost based on computer printing
	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