

# **Stokesby with Herringby Parish Council**

## **Freedom of Information Model Publication Scheme**

Approved and adopted by Stokesby with Herringby Parish Council

Table 1 Stokesby with Herringby Information Available

| Information to be published   | How the information can be obtained | Cost  |
|---|-------------------------------------|---|
| <p><b>Class1 - Who we are and what we do</b><br/>(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><b>Who's who on the Council and its Committees</b></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><b>Class 2 – What we spend and how we spend it</b><br/>(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                    |   |
| <del>Borrowing Approval letter</del>  | N/A                                 |   |
| Financial Standing Orders and Regulations   | Hard copy, email, website           |   |
| Grants given and received   | Hard copy, email                    |   |

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|--|-------------------------------------|---|
| List of current contracts awarded and value of contract  | Hard copy, email                    |   |
| Members' allowances and expenses   | Hard copy, email                    |   |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(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                    |   |
| <del>Local charters drawn up in accordance with DCLG guidelines</del>  | N/A                                 |   |
|  |                                     |   |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)   |                                     | See costs on Page 8 for hard copies of documents in Class 4 |
| Current and previous council year as a minimum   |                                     |   |
| 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                    |   |

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|---|-------------------------------------|---|
| Responses to planning applications  | Hard copy, email                    |   |
| <del>Bye laws</del>   | N/A                                 |   |
| <p><b>Class 5 – Our policies and procedures</b><br/>           (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>  |                                     | See costs on Page 8 for hard copies of documents in Class 5 |
| <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders<br/>           Committee and sub-committee terms of reference<br/>           Delegated authority in respect of officers<br/>           Code of Conduct<br/>           Policy statements</p> | Hard copy, email, or website        |   |

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|---|-------------------------------------|---|
| <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</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> | Hard copy, email, website           |   |
| Information security policy   | Hard copy or email.                 |   |
| Records management policies (records retention, destruction and archive)  | Hard copy, email                    |   |
| Data protection policies  | Hard copy, email, website           |   |
| Schedule of charges (for the publication of information)  | Website, Hard Copy, Email           |   |
| <p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>  |                                     | See costs on Page 8 for hard copies of documents in Class 6 |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)  | Hard Copy, Email                    |   |
| Assets Register   | Hard copy, email                    |   |
| 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)  | Hard copy, email                    |   |
| Register of members' interests  | Hard copy, email                    |   |
| Register of gifts and hospitality   | Hard copy, email                    |   |

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|--|-------------------------------------|---|
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br><br>Current information only |                                     | See costs on Page 8 for hard copies of documents in Class 7 |
| Allotments   | N/A                                 |   |
| <del>Burial grounds and closed churchyards, graveyard maintenance</del>  | The clerk                           |   |
| <del>Community centres and village halls</del>   | N/A                                 |   |
| Parks, playing fields and recreational facilities  | THard copy, email                   |   |
| Seating, litter bins, clocks, memorials and lighting   | Hard copy, email                    |   |
| <del>Bus shelters</del>  | N/a                                 |   |
| Markets  | N/A                                 |   |
| Public conveniences  | N/A                                 |   |
| Agency agreements  | N/A                                 |   |
| <del>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</del>   | N/A                                 |   |

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

**Contact details:**

**Catherine Moore - Parish Clerk and Responsible Financial Officer**

**Jubilee Farm, Fleggburgh Road, Rollesby, Norfolk, NR29 5HH**

**Tel: 01493 253041; Email: [clerkstokesby@gmail.com](mailto:clerkstokesby@gmail.com); Website: <http://www.stokesby.org.uk/parishcouncil>**

## SCHEDULE OF CHARGES

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

*Table 2 Schedule of Fees*

| TYPE OF CHARGE           | DESCRIPTION                                 | BASIS OF CHARGE  |
|--------------------------|---|--|
| <b>Disbursement cost</b> | 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 <sup>nd</sup> class.<br>Recorded delivery if requested at standard price. |

\* the actual cost incurred by the public authority