

Information available from Kimberley & Carleton Forehoe Parish Council under the model publication scheme

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) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	WS = Website HC = Hard Copy GN = Group News NB = Notice Board	
Who's who on the Council and its Committees	WS, HC, GN	10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	WS, HC	10p per sheet
Location of main Council office and accessibility details	WS, HC	10p per sheet
Staffing structure	HC	10p per sheet
<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>	WS, HC	10p per sheet
Annual return form and report by auditor	WS, HC	10p per sheet

Finalised budget	WS, HC	10p per sheet
Precept	WS, HC	10p per sheet
Borrowing Approval letter		
Financial Standing Orders and Regulations	WS, HC	10p per sheet
Grants given and received	HC	10p per sheet
List of current contracts awarded and value of contract		
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	HC	10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	WS, HC	10p per sheet
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions)		

Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	HC, WS, NB	10p per sheet
Agendas of meetings (as above)	HC, WS, NB	10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	HC, WS	10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	HC	10p per sheet
Responses to consultation papers	HC	10p per sheet
Responses to planning applications	HC	10p per sheet
Bye-laws		10p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders	HC, WS	10p per sheet

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
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) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	HC, WS	10p per sheet
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies	HC, WS	
Schedule of charges (for the publication of information)	HC, WS	
Class 6 – Lists and Registers		
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)	HC, WS	
Assets Register	HC, WS	
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)		
Register of members' interests	HC, WS	10p per sheet
Register of gifts and hospitality		
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		
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences		
Agency agreements		

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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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 sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost

	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority