



**Freedom of Information Act 2000**

Reviewed July 2024

## **Information available from Cantley, Limpenhoe and Southwood Parish Council under the model publication scheme**

### **Publication Scheme for Local Councils (Core Classes Only)**

The Freedom of Information Act allows any member of the public to easily access information about the parish and how it operates. Full details of the scheme and a list of the information you may access together with any relevant charges are listed below. Information you require which is not published on this website may be obtained from the Community Clerk and a small charge will be made for this service. (See Contact details)

The Freedom of Information Act 2000 defines the public authorities that are covered by the Act and so are required to adopt and maintain a publication scheme. Paragraph 7, Part II of Schedule 1 of the Freedom of Information Act defines a local authority within the meaning of the Local Government Act 1972 as a public authority. This includes a parish, town and community council in England and Wales.

#### **The Classes of information**

Local councils vary in the functions that they perform. The model scheme recognises this. It therefore identifies six core classes of information which it is anticipated will cover the core functions that are carried out by all local councils. The core classes covering these functions contain a list of document types that all local councils adopting the scheme will be obliged to publish.

Note: Hard copies of documents will be charged in accordance with the Schedule on page 6.

Information to be published	How the Information can be Obtained
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	
Who's who on the Council and its Committees	Parish Council Website, PC Noticeboard
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish Council Website, PC Noticeboard
Location of main Council office and accessibility details	Website, PC Noticeboards
Staffing structure	Only one member of staff (Clerk)
<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)  Current and previous financial year as a minimum	
Annual return form and report by auditor	Website, Hard Copy
Finalised budget	Website, Hard Copy
Precept	Website, Hard Copy
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Website, Hard Copy
Grants given and received	Website in Minutes, Hard Copy
List of current contracts awarded and value of contract	Hard Copy, Website in Minutes
Members' allowances and expenses	Hard Copy

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Neighbourhood Plan	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website in Minutes, Hard Copy
Quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A
Internal and external financial audits	Website, Hard Copy
<b>Class 4 – How we make decisions</b> (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 Community meetings)	Website, Noticeboards, Hard Copy
Agendas of meetings (as above)	Website, Noticeboards, Hard Copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, Hard Copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy, website
Responses to consultation papers	Website, Hard Copy
Responses to planning applications	Website in the Minutes, Broadland District Council website or Hardy Copy
Bye-laws	N/A
<b>Class 5 – Our policies and procedures</b> (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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website or Hard Copy
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)	Website or Hard Copy
Information security policy	Details in the Risk Management Policy
Records management policies (records retention, destruction and archive)	Covered in Data Protection Policy
Data protection policies	Website, Hard Copy
Schedule of charges (for the publication of information)	See Below
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	<i>(Some Information May Only Be Available By Inspection)</i>
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A
Assets Register	Website, Hard Copy
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	Link on Parish Council's website to Broadland District Council's website or hard copy
Register of gifts and hospitality	Hard Copy
<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)  Current information only	<i>(Some Information May Only be Available by Inspection)</i>
Allotments	N/A
Burial grounds and closed churchyards	N/A
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	Hard Copy
Seating, litter bins, clocks, memorials and lighting	Hard Copy
Bus shelters	N/A
Markets	N/A
Public conveniences	N/A
Agency agreements	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website, Hard Copy

**Contact details:**

Anne Tandy – Clerk to the Parish Council, 48 Green Lane West, Rackheath, NR13 6PG

Email: cantleyparishcouncil@gmail.com

Tel: 07842716165

**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
<b>Disbursement cost</b>	Photocopying @5p per sheet (black & white)	Actual cost *
	Photocopying @25p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority