

Information available from Cantley, Limpenhoe and Southwood 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)</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>	(hard copy and/or website)	
Who's who on the Council and its Committees	WEBSITE/HARD COPY	For hard copy see schedule of charges.
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	WEBSITE/HARD COPY	
Location of main Council office and accessibility details	WEBSITE/HARD COPY	
Staffing structure	WEBSITE/HARD COPY	
<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>	(hard copy and/or website)	
Annual return form and report by auditor	WEBSITE/HARD COPY	For hard copy see schedule of charges.
Finalised budget	WEBSITE/HARD COPY	
Precept	WEBSITE/HARD COPY	

Borrowing Approval letter		
Financial Standing Orders and Regulations	WEBSITE/HARD COPY	For hard copy see schedule of charges.
Grants given and received (details on finalised budget and/or Annual Report)	WEBSITE/HARD COPY	
List of current contracts awarded and value of contract	WEBSITE/HARD COPY	
Members' allowances and expenses	HARD COPY	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)		Free to parishioners, other please see schedule of charges.
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	WEBSITE/HARD COPY	
Quality status		
Local charters drawn up in accordance with DCLG guidelines		

Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council any committee/sub-committee meetings and parish meetings)	WEBSITE/HARD COPY	For hard copy see schedule of charges.
Agendas of meetings (as above)	WEBSITE/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.	WEBSITE/HARD COPY	
Responses to consultation papers	HARD COPY	
Responses to planning applications	ON BROADLAND COUNCIL WEBSITE / HARD COPY	
Bye-laws		

<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>	(hard copy or website)	
<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</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>WEBSITE/HARD COPY</p> <p>WEBSITE/HARD COPY</p> <p>WEBSITE/HARD COPY</p>	For hard copy see schedule of charges.
<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)</p>	<p>WEBSITE/HARD COPY WEBSITE/HARD COPY</p>	For hard copy see

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	WEBSITE/HARD COPY WEBSITE/HARD COPY	schedule of charges.
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies	WEBSITE / HARD COPY	
Schedule of charges (for the publication of information)	WEBSITE / HARD COPY	3p per copy
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
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)		
Register of members' interests	WEBSITE/HARD COPY	
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	(hard copy or website; some information may only be available by inspection)	
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		

Parks, playing fields and recreational facilities	WEBSITE/HARD COPY	For hard copy see schedule of charges.
Seating, litter bins, clocks, memorials and lighting, village sign, dog bins, grit bins	HARD COPY	
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		
Information available by request under the Environmental Information Regulations 2004	HARD COPY	See schedule of charges.

Contact details:

Mrs Melanie Eversfield
19 Willow Close
Brundall
Norfolk
NR13 5PZ

cantleyparishcouncil@gmail.com

01603 712943

www.cantleyparishcouncil.org.uk

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 @ 4p per sheet (black & white)	Actual cost *
	Photocopying @ 6p per sheet (colour)	Actual cost *
	Postage from 53p for letter under 100g and 240mmx165mmx5mm	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None	In accordance with the relevant legislation
Requests made under Environmental Information Regulations 2004	Officer time @ £12.50/hour	Actual cost *
	Scanning information @ £12.50/hour	Actual cost *
	Photocopying information £12.50/hour plus 4p per sheet (black and white) or 6p per sheet (colour)	Actual cost *
	Postage from 53p for letter under 100g and 240mmx165mmx5mm	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority

Last reviewed: May 2017

Next review: May 2020