

HARDINGHAM PARISH COUNCIL FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME

This document was adopted by Hardingham Parish Council on 3rd November 2008 and details the classes of information the Council will make available under the Freedom of Information Act 2000, how this information will be made available and whether this information will be available free of charge or on payment of a specified fee

CLASS 1 – WHO WE ARE AND WHAT WE DO

This will be current information only		
Who's who on the Council	Published on the Parish Council Noticeboard and the website Copies available from the Clerk	Free of charge
Contact details for Parish Clerk and Council members	Published on the Parish Council Noticeboard and the website Copies available from the Clerk	Free of charge
Postal address for the Council	Published on the Parish Council Noticeboard and website	
Staffing structure	Not applicable – one current employee –the clerk	

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) Current and previous financial year as a minimum		
Annual return form and report by auditor	Published on the Parish Council Website Sight of documentation available by prior arrangement with the Clerk	See schedule of charges
Annual Governance Statement Bank Reconciliation Items of expenditure over £100 List of councillor or member responsibilities	Published on Website	
Finalised budget	Available on website Hard copies available from Clerk	See schedule of charges
Precept	Included in finalised budget available on website Hard copies available from Clerk	See schedule of charges

Standing Orders and Financial Regulations	Available on website Hard copies available from Clerk	Free of charge
Grants given and received	Details on the website as part of Council minutes	See schedule of charges
List of current contracts awarded and value of contract	Details on the website as part of Council minutes	See schedule of charges
Members' allowances and expenses	Details on the website as part of Council minutes	See schedule of charges

CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

(Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Website Hard copy available from Clerk	See schedule of charges
Annual Report to Parish or Community Meeting	Website Hard copy available from Clerk	See schedule of charges
Local charters drawn up in accordance with DCLG guidelines	Website if applicable Hard copy available from the Clerk	See schedule of charges

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)	Published on the Parish Council Noticeboard and the website Copies available from the Clerk	See schedule of charges
Agendas of meetings (as above)	Published on the Parish Council Noticeboard and the website Copies available from the Clerk	See schedule of charges
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Published on the Parish Council Noticeboard and the website Copies available from the Clerk	See schedule of charges
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Copies available from the Clerk	See schedule of charges
Responses to consultation papers	Details available from the Clerk	See schedule of charges

Responses to planning applications	Details included in minutes published on Parish Council Noticeboard and website Copy available from the Clerk	See schedule of charges
Bye-laws	Copies available from the Clerk	See schedule of charges

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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Available to view at all Council Meetings Copies available from the Clerk	See schedule of charges
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)	Copies available from the Clerk where applicable	See schedule of charges
Information security policy		
Records management policies (records retention, destruction and archive)	Copies available from the Clerk	See schedule of charges
Data protection policies		
Schedule of charges for the publication of information	Copies available from the Clerk	See schedule of charges

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)	Copies available from the Clerk	See schedule of charges
Assets Register	Copies available from the Clerk	See schedule of charges
Disclosure log (indicating the information that has been provided in response to requests;	Copies available from the Clerk	See schedule of charges
Register of members' interests	Available to view at all Council Meetings Sight of documentation available by prior arrangement with the Clerk	See schedule of charges
Register of gifts and hospitality	Available to view at all Council Meetings Sight of documentation available by prior arrangement with the Clerk	See schedule of charges

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	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Details from Clerk	See schedule of charges
Bus shelters	Details from Clerk	See schedule of charges
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
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		
Receipts/Payment books, Receipt books of all kind, Bank statements from all accounts (limited to the last financial year)	Available to view at council meetings Sight of documentation available by prior arrangement with the Clerk	See schedule of charges
VAT records	Sight of documentation available by prior arrangement with the Clerk	See schedule of charges
Risk assessments	Copies available from the Clerk	See schedule of charges
Members declaration of acceptance of office	Available to view at council meetings Sight of documentation available by prior arrangement with the Clerk	See schedule of charges

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying 10+ sheets (black & white) 50p per sheet	Actual cost £1.80
	Postage - Actual cost of Royal Mail standard 2 nd class	
Statutory Fee	In accordance with the relevant legislation	
Other	Clerks time 1hour+ £25.00	£12.17 per hour

Contact details:

Mrs Lynn Whitwell (Clerk)

Rushworth, Low Street, Hardingham, Norwich, NR9 4EL Tel: 01953 850499

Last reviewed	
13/05/2013	Items referred to "as on Website to be added to Website"
06/05/2014	Schedule of charges – Other – amounts updated