

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

*Table 1 Information Available under Model Publication Scheme*

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            (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>		
Who's who on the Council and its Committees	WEBSITE, HARD COPY, GROUP NEWS	10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	WEBSITE, HARD COPY	10p per sheet
Location of main Council office and accessibility details	WEBSITE, HARD COPY	10p per sheet
Staffing structure	HARD COPY	10p per sheet
<p><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)</p>	WEBSITE, HARD COPY	10p per sheet

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual return form and report by auditor	WEBSITE, HARD COPY	10p per sheet
Finalised budget	WEBSITE, HARD COPY	10p per sheet
Precept	WEBSITE, HARD COPY	10p per sheet
<del>Borrowing Approval letter</del>		
Financial Standing Orders and Regulations	WEBSITE, HARD COPY	10p per sheet
Grants given and received	HARD COPY	10p per sheet
<del>List of current contracts awarded and value of contract</del>		
<del>Members' allowances and expenses</del>		
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	HARD COPY	10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	WEBSITE, HARD COPY	10p per sheet
<del>Local charters drawn up in accordance with DCLG guidelines</del>		

Information to be published	How the information can be obtained	Cost
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>HARD COPY, WEBSITE, NOTICE BOARD</p>	<p>10p per sheet</p>
<p>Agendas of meetings (as above)</p>	<p>HARD COPY, WEBSITE, NOTICE BOARD</p>	<p>10p per sheet</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>HARD COPY, WEBSITE</p>	<p>10p per sheet</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>HARD COPY</p>	<p>10p per sheet</p>
<p>Responses to consultation papers</p>	<p>HARD COPY</p>	<p>10p per sheet</p>
<p>Responses to planning applications</p>	<p>HARD COPY</p>	<p>10p per sheet</p>
<p><del>Bye-laws</del></p>		<p>10p per sheet</p>

Information to be published	How the information can be obtained	Cost
<p><b>Class 5 – Our policies and procedures</b>            (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  <del>Committee and sub-committee terms of reference</del>  <del>Delegated authority in respect of officers</del>            Code of Conduct            Policy statements</p>	HARD COPY, WEBSITE	10p per sheet
<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  <del>Recruitment policies (including current vacancies)</del>            Policies and procedures for handling requests for information            Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	HARD COPY, WEBSITE	10p per sheet
<p><del>Information security policy</del></p>		

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<del>Records management policies (records retention, destruction and archive)</del>		
Data protection policies	HARD COPY, WEBSITE	
Schedule of charges (for the publication of information)	HARD COPY, WEBSITE	
<b>Class 6 – Lists and Registers</b>		
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)	HARD COPY, WEBSITE	
Assets Register	HARD COPY, WEBSITE	
<del>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)</del>		
Register of members' interests	HARD COPY, WEBSITE	10p per sheet
<del>Register of gifts and hospitality</del>		

Information to be published	How the information can be obtained	Cost
<p><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)</p> <p>Current information only</p>		
Allotments		
<del>Burial grounds and closed churchyards</del>		
<del>Community centres and village halls</del>		
<del>Parks, playing fields and recreational facilities</del>		
<del>Seating, litter bins, clocks, memorials and lighting</del>		
Bus shelters		
Markets		
<del>Public conveniences</del>		
<del>Agency agreements</del>		
<del>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</del>		
<p><b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

**Contact details:**

**Catherine Moore – Parish Clerk**

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

**Tel: 01493 253041; Email: [kimberleyandcarletonforehoe@gmail.com](mailto:kimberleyandcarletonforehoe@gmail.com)**

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 15p 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

**Last Review: Feb 2021**  
**Next Review: Feb 2025**