

Information available from Antingham Parish Council 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 Antingham Parish Council Parish Council, Raynham House, 10 New Road North Walsham, NR28 9DF</p> <p>01692 402998 email – elainepugh15@hotmail.com</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	On the website or from the Clerk	Free or 25p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	On the website or from the Clerk	Free or 25p per sheet
Location of main Council office and accessibility details	As above by telephone	
Staffing structure	Clerk only employee	

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	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy by request	£3.00
Finalised budget	Hard copy by request	£3.00
Precept	Hard copy by request	£3.00
Borrowing Approval letter	Hard copy by request	£3.00
Financial Standing Orders and Regulations	Free on website	Free
Grants given and received	Hard copy	£3.00
List of current contracts awarded and value of contract	Hard copy	£3.00
Members' allowances and expenses	Hard copy	£3.00
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)	Hard copy	£3.00
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	£3.00

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Website Hardcopy</p>	<p>Free 25p per sheet</p>
<p>Agendas of meetings (as above)</p>	<p>Website Hardcopy</p>	<p>Free 25p 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>Website Hardcopy</p>	<p>Free 25p 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>25p per sheet</p>
<p>Responses to consultation papers</p>	<p>Hard copy</p>	<p>25p per sheet</p>
<p>Responses to planning applications</p>	<p>Hard copy</p>	<p>25p per sheet</p>
<p>Bye-laws</p>	<p>Hard copy</p>	<p>25p per sheet</p>

<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 Code of Conduct Policy statements</p>	<p>Hard copy Hard copy Hard copy Hard copy Hard copy</p>	<p>25p per sheet per copy</p>
<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) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hardcopy Hardcopy Hardcopy Hardcopy Hardcopy Hardcopy</p>	<p>£3.00 for any one item</p>

Records management policies (records retention, destruction and archive)	Hardcopy	£3.00 per item
Data protection policies	Hardcopy	£3.00 per item
Schedule of charges (for the publication of information)	Hardcopy	£3.00 per item
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection at office)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	As above	Inspecti on at office
Assets Register	As above	Inspecti on at office
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)	As above	Inspecti on at office
Register of members' interests	As above	Inspecti on at NNDC/ website
Register of gifts and hospitality	As above	Inspecti on at NNDC/ website

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Request from Clerk	
Seating, litter bins, clocks, memorials and lighting	Request from Clerk	
Bus shelters	Request from Clerk	
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)	Request from Clerk	
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

Contact details: Elaine Pugh Clerk to Council, Raynham House, 10 New Road, North Walsham, Norfolk NR28 9DF – Telephone 01692 402998 – email: elainepugh15@hotmail.com

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 @ 25p per A4 sheet (black & white)	Other documents £3.00 to include any additional costs by the Council
	Photocopying colour @ £1.00p per sheet	Actual cost £1.00
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority

ADOPTED 26TH February 2013