



PUDDING NORTON & TESTERTON
PARISH COUNCIL

Freedom of Information Model Publication Scheme

Approved and adopted by Pudding Norton & Testerton Parish Council

Date of adoption: March 2020
Date of next review: March 2024

Information available from Pudding Norton & Testerton Parish Council under their publication scheme

Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on Page 5.

| 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>From the Council's website</p> <p>Displayed on noticeboards</p> <p>As a hard copy from the Clerk, or electronically attached to an email from the Clerk</p> | <p>See costs on Page 5 for hard copies of documents in Class 1</p> |
| <p>Who's who on the Council and its Committees</p> | <p>From the Council's website</p> <p>Displayed on noticeboards</p> <p>As a hard copy from the Clerk, or electronically attached to an e mail from the Clerk</p> | <p>as above</p> |
| <p>Contact details for Parish Clerk and Councillors (named contacts where possible with telephone number and email address, if used)</p> | <p>From the Council's website</p> <p>Displayed on noticeboards</p> <p>Clerk's contact details are on Page 7. Clerk and Councillors' details hard copy, as an attachment to an email from the Clerk</p> | <p>as above</p> |
| <p>Location of main Council office and accessibility details</p> | <p>Office is in Clerk's home. Meetings at the Church Rooms, meetings open to public. Limited parking adjacent to the Hall</p> | |
| <p>Staffing structure</p> | <p>Clerk is sole employee</p> | |
| <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> | <p>From the Council's website or as a hard copy from the Clerk</p> | <p>See costs on Page 5 for hard copies of documents in Class 2</p> |
| <p>Annual Return (Pages 2, 3 and 5)</p> <p>Reasons for Variations = / - 15%</p> <p>Payments over £100 [if a council with turnover £25,000 or under] or payments over £500 [if a council with turnover £200,000 or over]</p> | <p>As above</p> <p>As above</p> <p>As above</p> | |
| <p>Finalised budget</p> | <p>As above</p> | |

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| Precept | From the Council's website or as a hard copy from the Clerk | |
| Borrowing Approval letter | N/A | |
| Financial Regulations and Standing Orders | From the Council's website or as a hard copy from the Clerk | |
| Grants given and received Grant Award Policy | From the Council's website or as a hard copy from the Clerk | |
| List of current contracts awarded and value of contract Street Lights Maintenance | Hard copy from the Clerk | |
| Councillors' allowances and expenses | Currently N/A | |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | See costs on Page 5 for hard copies of documents in Class 3 |
| Action Plan/s [if any] | From the Council's website or as a hard copy from the Clerk | |
| Chairman's Annual Report to Parish Meeting (current year only) | From the Council's website or as a hard copy from the Clerk | |
| Minute relating to General Power of Competence adoption | Currently not used - N/A | |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | | See costs on Page 5 for hard copies of documents in Class 4 |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | From the Council's website or as a hard copy from the Clerk Parish noticeboard/s | |
| Agendas of meetings (as above) | From the Council's website or as a hard copy from the Clerk | |
| Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting | From the Council's website or as a hard copy from the Clerk Parish noticeboard | |
| Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting | Currently N/A | |
| Responses to planning applications | See Minutes From the Council's website | |
| Responses to consultation papers | Noticeboards, email or hard copy from the Clerk | |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering services and responsibilities) | | See costs on Page 5 for hard copies of documents in Class 5 |

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| Current information only | | |
| Policies – Code of Conduct and Risk Management Policy | From the Council's website or as a hard copy from the Clerk | |
| Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Lone Workers Policy Training and Development Policy Policies and procedures for handling requests for information Freedom of Information Publication Scheme | From the Council's website or as a hard copy from the Clerk | |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | From the Council's website or as a hard copy from the Clerk | |
| Class 6 – Lists and Registers Currently maintained lists and registers only | | See costs on Page 5 for hard copies of documents in Class 6 |
| 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 | From the Council's website or as a hard copy from the Clerk | |
| Register of members'/councillors' interests | Available from North Norfolk District Council website | |
| Register of gifts and hospitality | Apply to Clerk | |
| Class 7 – The services we offer Information about the services the Council offers, including leaflets, guidance and newsletters produced for the public and businesses Current information only | From the Council's website or as a hard copy from the Clerk | See costs on Page 5 for hard copies of documents in Class 7 |
| Allotments | Tenancy document available from the Clerk as a hard copy | |
| Other examples: | | |
| Community centres and village halls | Currently managed via Hall Committee | |
| Parks, playing fields and recreational facilities | Newsletter and website | |
| Seating, litter bins and lighting | Newsletter and website | |
| Shelter | N/A | |
| Markets | N/A | |

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| 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) | Advertising in parish newsletter | |

Contact details of the Clerk

Jodie Bond

puddingnortonpc@gmail.com

07703 464409

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide. (Below is an example of possible charges).

| Type of charge | Description | Basis of charge |
|--------------------------|---|--|
| Disbursement cost | Photocopying @ 20p per single-sided sheet (black & white) | Actual cost based on computer printing |
| | Photocopying @ £1.00p per single-sided sheet (colour) | Actual cost based on computer printing |
| | Postage | Actual cost of Royal Mail standard 2 nd class. Recorded delivery if requested at standard price |
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