

Information available from South Walsham Parish Council under the publication scheme

| Information to be published | How the information can be obtained | Cost |
|---|-------------------------------------|------|
| <p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> | | |
| Who's who on the Council and its Committees | Website | Free |
| Contact details for Parish Clerk and Council members | Website | Free |
| Location of main Council office and accessibility details | Website | Free |
| Staffing structure | n/a – contact Clerk | Free |
| <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> | | |
| Annual return form and report by auditor | Website | Free |
| Finalised budget | Website/minutes | Free |
| Precept | Website/minutes | Free |
| Borrowing Approval letter | Contact Clerk | Free |
| Financial Standing Orders and Regulations | Website/Paper Copy | Free |
| Grants given and received | Website/minutes | Free |
| List of current contracts awarded and value of contract | Website/minutes | Free |
| Members' allowances and expenses | Website/minutes | Free |
| <p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p> | | |
| Parish Plan (current and previous year as a minimum) | n/a | |

| | | |
|--|---|--------------------------------------|
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Annual Parish Meeting Minutes/Website | Free |
| Quality status | n/a | |
| Local charters drawn up in accordance with DCLG guidelines | n/a | |
| 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 and any committee/sub-committee meetings and parish meetings) | Website | Free |
| Agendas of meetings (as above) | Website | Free |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | Website | Free |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | From Clerk | Free |
| Responses to consultation papers | From Clerk | Free |
| Responses to planning applications | Planning Authority website | Free |
| Bye-laws | n/a | |
| 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 | Website Clerk Clerk Website Website | Free Free Free Free Free |
| Policies and procedures for the provision of services and about the employment of staff: | | |

| | | |
|--|--|------|
| Internal instructions to staff and policies relating to the delivery of services | Contact Clerk | Free |
| Equal opportunities policy | Website | Free |
| Health and safety policy | Website | Free |
| Recruitment policies (including current vacancies) | Website | Free |
| Policies and procedures for handling requests for information | Website | Free |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | Website | Free |
| Information security policy | Website | Free |
| Records management policies (records retention, destruction and archive) | Website | Free |
| Data protection policies | Website | Free |
| Schedule of charges (for the publication of information) | Website | Free |
| 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) | Website/Clerk | Free |
| Assets register | Website | Free |
| 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) | Contact Clerk | Free |
| Register of members' interests | Broadland District Council website/Clerk | Free |
| Register of gifts and hospitality | Contact Clerk | Free |
| 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 | n/a | |
| Burial grounds and closed churchyards | Website/Clerk | Free |
| Community centres and village halls | n/a | |
| Parks, playing fields and recreational facilities | Clerk | Free |
| Seating, litter bins, clocks, memorials and lighting | See asset register | Free |

| | | |
|--|--------------------|------|
| Bus shelters | See asset register | Free |
| Markets | n/a | |
| Public conveniences | n/a | |
| Agency agreements | Apply to Clerk | Free |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Apply to Clerk | Free |
| | | |

Contact details:

Parish Clerk: Miss Aileen Beck
 Email: southwclerk@outlook.com
 Correspondence address: 3 Broadacres, South Walsham, Norwich NR13 6EJ
 Telephone: 01603 270392

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 @ 6p per sheet (black & white) | Actual cost incurred by the Parish Council |
| | Photocopying @ 10p per sheet (colour) | Actual cost incurred by the Parish Council |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| | | |
| Statutory Fee | | In accordance with the relevant legislation |

Adopted by South Walsham Parish Council

Signed *P Crook*

Chairman

Dated *5/2/2024*