

Burgh & Tuttington PARISH COUNCIL

Freedom of Information Model Publication Scheme

Approved and adopted by Burgh & Tuttington Parish Council

Information available from [name] 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 7.

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 6 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 Burgh Reading Rooms or Tuttington Church, meetings open to public. Limited parking</p>	

Staffing structure	Clerk is sole 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	From the Council's website or as a hard copy from the Clerk	See costs on Page 6 for hard copies of documents in Class 2
Annual Return (Pages 2, 3 and 5) Reasons for Variations = / - 15% Payments over £100	As above As above As above	
Finalised budget	As above	
Precept	From the Council's website or as a hard copy from the Clerk	
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	None at present	
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 6 for hard copies of documents in Class 3
Action Plan/s [if any]	None	
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	May 2024	
Class 4 – How we make decisions (Decision making processes and records of decisions)		See costs on Page 6 for hard copies of documents in Class 4

Current and previous council year as a minimum		
Timetable of meetings	From the Council's website or as a hard copy from the Clerk Parish noticeboard/s	
Agendas of meetings	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	
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 Responses to consultation papers	See Minutes From the Council's website 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) Current information only		See costs on Page 6 for hard copies of documents in Class 5
Policies – Planning Policy (how the Council deals with planning applications at parish council level), Code of Conduct and Dispensation Policy, 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 [delete if you don't have these] 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 6 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 Broadland 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 6 for hard copies of documents in Class 7
Allotments	None	
Other examples:		
Community centres and village halls	No relevant information	
Parks, playing fields and recreational facilities	No relevant information	
Seating, litter bins, clocks, memorials and lighting	No relevant information	
Shelter	No relevant information	
Markets	No relevant information	
Public conveniences	No relevant information	
Agency agreements	No relevant information	
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	

Contact details of the Clerk

Mrs S Lake
clerk@burghtuttington-pc.gov.uk

07821 778607

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