



Freedom of Information Model Publication Scheme

Information available from Dickleburgh & Rushall 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
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	From the Council's website As a hard copy from the Clerk, or electronically attached to an email from the Clerk	See costs on Page 6 for hard copies of documents in Class 1
Who's who on the Council and its Committees	From the Council's website As a hard copy from the Clerk, or electronically attached to an e mail from the Clerk	as above

Contact details for Parish Clerk and Councillors (named contacts where possible with telephone number and email address, if used)	From the Council's website or in the Parish News Clerk's contact details are on Page 5. Clerk and Councillors' details hard copy, as an attachment to an email from the Clerk	as above
Location of main Council office and accessibility details	Office is in Clerk's home. Meetings at the Village Hall, meetings open to public. Parking adjacent to the Hall	
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 (if a council with turnover £25,000 or under)	As above As above As above	
Finalised budget	As above	
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 6 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	From the Council's website or as a hard copy from the Clerk	
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 6 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	
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	
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 South Norfolk & Broadland District Council website	
Register of gifts and hospitality	N/A	
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	From the Clerk	
Other examples:		
Community & Village Halls		
Parks, playing field & recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Shelter		
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	
Additional Information [This will provide Councils with the opportunity to publish information that is not itemised in the lists above]		

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Complaints

Complaints made under this policy should be referred to the Clerk as identified under the Council's Complaints Policy.

Contact details of the Clerk

Ann Baker
Ganders
Langmere Road
Rushall
IP21 4QB

T: 01379 742937

E: clerk@dickleburghandrushallparishcouncil.gov.uk

Approved and adopted by Dickleburgh & Rushall Parish Council

Date of next review:

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
	Clerks time	If requests are for specialised or in-depth information, will be in accordance with the relevant legislation and a quote will be provided in advance

The cost of the Clerks time if requests are for specialised or in-depth information, will be in accordance with the relevant legislation and a quote will be provided in advance.