



FREEDOM OF INFORMATION AND PUBLICATION SCHEME

Policy

As required by the Freedom of Information Act 2000 Dickleburgh & Rushall Parish Council will publish or make available by other means, information held by the council that falls within the classes as set out in the Publication Scheme detailed below.

The Publication Scheme provides details of information available and methods by which specific information is made available. All information will be updated on a regular basis.

Class1 - Who we are and what we do

Dickleburgh & Rushall Parish Council is comprised of eight resident Parish Councillors, a volunteer Responsible Financial Officer and a Parish Clerk, who is the only paid employee. In addition, various contractors work to cover the routine maintenance of the village.

Who's who on the Council and its Committees

Current Information is available on <https://dickleburghandrushallparishcouncil.gov.uk> or by contacting the Clerk on 01379 642937

Contact details for Parish Clerk and Council Officers

Parish Clerk – Ann Baker 01379 642937, clerk@dickleburghandrushallparishcouncil.gov.uk

Chair – Andrew Goodman, cllr.andrew.goodman@dickleburghandrushallparishcouncil.gov.uk

Vice Chair – Lisa Buck, cllr.lisa.buck@dickleburghandrushallparishcouncil.gov.uk

Responsible Finance Officer – Matt Hill, finance.officer@dickleburghandrushallparishcouncil.gov.uk

Location of main Council office and accessibility details

Ganders, Langmere Road, Rushall, Norfolk, IP21 4QB. Please contact the Clerk for accessibility.

Class 2 – What we spend and how we spend it

Dickleburgh & Rushall Parish Council maintain financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit records.

Current and previous years financial information available

Financial Regulations, The Finalised Budget, Precept and Annual Audit Return are available on <https://dickleburghandrushallparishcouncil.gov.uk> or by contacting the Clerk on 01379 642937

Monthly financial transactions, details of grants given and received, current contracts awarded and value of contracts are available from the minutes published on <https://dickleburghandrushallparishcouncil.gov.uk> or by contacting the Clerk on 01379 642937

Class 3 – What our priorities are and how we are doing

Dickleburgh & Rushall Parish Council prepare strategies, information, plans, assessments, inspections and reviews.

Current and previous years information available

The minutes of the Annual Parish Meeting are available on <https://dickleburghandrushallparishcouncil.gov.uk> or by contacting the Clerk on 01379 642937

Details of working group strategies, reports on planned actions and reports/reviews on council or third-party inspections are available from the minutes published on <https://dickleburghandrushallparishcouncil.gov.uk> (current monthly copy displayed on the website) or by contacting the Clerk on 01379 642937

Class 4 – How we make decisions

Decisions made by Dickleburgh & Rushall Parish Council are ratified at (quorate) council meetings and recorded in the parish council minutes.

Current and previous years information available

Timetable of meetings, agendas and minutes of all meetings are available on <https://dickleburghandrushallparishcouncil.gov.uk> or by contacting the Clerk on 01379 642937

Details of reports and responses to meetings or consultations (other than information that is properly regarded as 'private') and responses to planning applications are available from the minutes published on <https://dickleburghandrushallparishcouncil.gov.uk> (current monthly copy is displayed on the website) or by contacting the Clerk on 01379 642937

Class 5 – Our Policies and Procedures

Dickleburgh & Rushall Parish Council maintain written protocols, policies and procedures for delivering our services and responsibilities.

Information available on how we carry out our business

A copy of Dickleburgh & Rushall Standing Orders and Committee/Working Parties Terms of Reference, Code of Conduct and the councils policy statements are available on <https://dickleburghandrushallparishcouncil.gov.uk> or by contacting the Clerk on 01379 642937

Delegated authority in respect of officers is available from the minutes published on <https://dickleburghandrushallparishcouncil.gov.uk> by contacting the Clerk on 01379642937

Dickleburgh & Rushall Parish Council regularly backup our electronic data and operate secure document retention as per Norfolk ALC guidelines. We are bound by GDPR; Privacy Notices and our Data Protection Policy are available on <https://dickleburghandrushallparishcouncil.gov.uk> or by contacting the Clerk on 01379 642937

Class 6 – Lists and Registers

Dickleburgh & Rushall Parish Council maintain an Asset Register available on <https://dickleburghandrushallparishcouncil.gov.uk> or by contacting the Clerk on 01379 642937. A Register of Members' Interests is available on the District Councils website www.southnorfolkandbroadland.gov.uk, from a link on the parish website or by contacting the Clerk on 01379 642937

A disclosure log of information that has been provided in response to requests, of gifts given or received are available from the minutes published on

<https://dickleburghandrushallparishcouncil.gov.uk> by contacting the Clerk on 01379 642937

Class 7 – The services we offer

Dickleburgh & Rushall Parish Council provide and maintain allotments, playing fields with recreational facilities, seating, litter bins, notice boards in Dickleburgh & Rushall, a phone box in Rushall, and 45 streetlight units. Information on availability to rent council facilities and fees charged are available from the Clerk on 01379 642937

A monthly parish report is published on <https://dickleburghandrushallparishcouncil.gov.uk> and will include up to date details on services the council offer

Requests for information should be made to the Clerk;

Ann Baker
Langmere Road
Rushall
Norfolk
IP21 4QB

01379642937

Charges

Information is available free of charge on <https://dickleburghandrushallparishcouncil.gov.uk>

Paper photocopies of information requested will be charged at 10p per sheet (black & white) and 20p per sheet (colour). Postage will be charged at actual cost of Royal Mail standard 2nd class, recorded if requested at the actual cost incurred.

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.

Complaints

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

Reviewed March 2026

Review Annually