

Information available from Geldeston Parish Council under the model publication scheme

The information listed below is available without charge on the Council's website at <http://geldestonparishcouncil.norfolkparishes.gov.uk> except where stated. Historical documents may be available on request.

For any missing information please e-mail the clerk geldestonclerk@hotmail.co.uk

If paper copies of documents are requested, these can be supplied at a cost of 25p per page plus postage. Payment must be made in advance by cheque. Please contact the clerk for further details.

| Information to be published | Where to find it |
|---|------------------|
| <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>Website</p> |
| <p>Who's who on the Council and its Committees</p> | <p>Website</p> |
| <p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p> | <p>Website</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) | |
| Current and previous financial year as a minimum | Website |
| Annual return form and report by auditor | |
| Finalised budget | Website |
| Precept | Website |
| Borrowing Approval letter | N/A |
| Financial Standing Orders and Regulations | Website |
| Grants given and received | Website |
| List of current contracts awarded and value of contract | Website |
| Members' allowances and expenses | N/A |
| | |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website |
| | |

| | |
|---|---------------------------------------|
| <p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p> | Website |
| <p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p> | On website |
| <p>Agendas of meetings (as above)</p> | Website |
| <p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p> | Website |
| <p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p> | Website |
| <p>Responses to consultation papers</p> | Website |
| <p>Responses to planning applications</p> | Available on District Council Website |
| <p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> | |
| <p>Policies and procedures for the conduct of council business:</p> | |

| | |
|---|---|
| <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> | <p>Website</p> <p>N/A</p> <p>N/A</p> <p>Website</p> |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> | <p>Confidential – Personal Information</p> <p>Website</p> |
| Information security policy | N/A |
| Records management policies (records retention, destruction and archive) | N/A |
| Data protection policies | ICO Scheme |
| Schedule of charges for the publication of information | |
| | |
| Class 6 – Lists and Registers | (or website; some information may only be available by inspection) |

| | |
|--|---------------------------------------|
| 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) | Inspection by arrangement |
| Assets Register | Website |
| 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) | N/A |
| Register of members' interests | SNDC wesbsite Geldeston PC website |
| Register of gifts and hospitality | N/A |

| | |
|--|---|
| <p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> | (or website; some information may only be available by inspection) |
| Allotments | Website |
| Burial grounds and closed churchyards | N/A |
| Community centres and village halls | N/A |
| Parks, playing fields and recreational facilities | Website |

| | |
|---------------------------------|---------|
| Seating, litter bins, memorials | Website |
| Bus shelters | Website |
| | |

| | |
|---|--|
| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | |
| | |
| | |
| | |
| | |
| | |

Contact details: Clerk to the Council -
Email requests: geldestonclerk@hotmail.co.uk

Requests by mail: Clerk to the Council

Payment for requested hard copies must be made in advance by cheque.

Please Note:

The Clerk to the Council works on a part time basis and will respond to all requests in a timely fashion.

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 @ 25p per sheet (black & white) + Officer Time | Actual cost |
| | Photocopying @ 40p per sheet (colour) + Officer Time | Actual cost |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| | | |
| Statutory Fee | | In accordance with the relevant legislation |
| | | |
| Other | Large Scale Requests* | Actual cost and staff time at an hourly rate |
| | Small Scale Requests* | Actual costs + staff time |

* This will be determined by the staff of the Council and the Applicant for Information will be notified accordingly