**Matlaske Parish Council Freedom of Information Model Publication Guide**

**See costs on last page for hard copies of documents**

Table 1 Freedom of Information Guide to Information Held

| **Information t****o 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 |  |  |
| Who’s who on the Council and its Committees | Website, Hard copy, Email |  |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used) | Website, Hard copy, Email |  |
| Location of main Council office and accessibility details | Website, Hard copy, Email |  |
| Staffing structure | Website, Hard copy, Email |  |
| **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 |  |  |
| Annual return form and report by auditor | Website, Hard copy, Email  |  |
| Finalised budget | Website, Hard copy, Email  |  |
| Precept | Hard copy, email |  |
| ~~Borrowing Approval letter~~ | N/a |  |
| Financial Standing Orders and Regulations | Website, Hard copy, Email |  |
| Grants given and received | Hard copy, Email |  |
| List of current contracts awarded and value of contract | Hard copy, Email |  |
| ~~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) |  |  |
| ~~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) | Website, Hard copy, Email |  |
| ~~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, any committee/sub-committee meetings and parish meetings) | Website, Hard copy, Email |  |
| Agendas of meetings (as above) | Website, Hard copy, Email |  |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Website, Hard copy, Email |  |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hard copy, Email |  |
| Responses to consultation papers | Hard copy, Email |  |
| Responses to planning applications | Hard copy, Email |  |
| ~~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 ConductPolicy statements | Website, Hard copy, Email |  |
| Policies and procedures for the provision of services and about the employment of staff:Internal policies relating to the delivery of servicesEquality and diversity policyHealth and safety policyRecruitment policies (including current vacancies) Policies and procedures for handling requests for informationComplaints procedures (including those covering requests for information and operating the publication scheme) | Website, Hard copy, Email |  |
| ~~Information security policy~~ | .N/a |  |
| Records management policies (records retention, destruction and archive) | Website, Hard copy, Email |  |
| Data protection policies  | Website, Hard copy, Email |  |
| Schedule of charges (for the publication of information) | Website, Hard copy, Email |  |
| **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) | Hard Copy, Email |  |
| Assets Register  | Hard copy, Email |  |
| 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) | Hard copy, Email |  |
| Register of members’ interests | Website, Hard copy, Email |  |
| Register of gifts and hospitality | Hard copy, email |  |
| **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, graveyard maintenance~~ | N/a |  |
| ~~Community centres and village halls~~ | N/a |  |
| Parks, playing fields and recreational facilities | Website, Hard copy, Email |  |
| Seating, litter bins, clocks, memorials and lighting | Hard copy, Email |  |
| ~~Bus shelters~~ | N/a |  |
| ~~Markets~~ | N/a |  |
| ~~Public conveniences~~ | N/a |  |
| ~~Agency agreements~~ | N/a |  |
| ~~A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)~~ | N/a |  |

Please note: hard copies and copies via email from the clerk - see contact details below:

Contact details: Parish Clerk and Responsible Financial Officer

Emma Childs

6 Weynor Gardens, Kelling, Holt, NR25 7EQ

Tel: 07776 345119 Email: matlaske.pc@gmail.com Website: <https://matlaskeparishcouncil.norfolkparishes.gov.uk/>

**SCHEDULE OF CHARGES**

Table 2 Schedule of Charges

| **TYPE** **OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| --- | --- | --- |
| **Disbursement cost** | Photocopying @ 5p per sheet (black & white) | Actual cost –paper and ink etc. |
|  | Photocopying @ 10p per sheet (colour) | Actual cost |
|  | Postage | Actual cost of Royal Mail standard 2nd class. Recorded delivery if requested at standard price. |