



# **GELDESTON PARISH COUNCIL**

## **Freedom of Information Model Publication Scheme**

To be approved and adopted by Geldeston Parish Council  
May 2018

## Information available from Geldeston Parish Council under the model publication scheme

**NOTE: Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on Page 7. The Clerk's contact details are also on Page 7.**

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		See costs on Page 7 for hard copies of documents in Class 1
Who's who on the Council and its Committees		
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Clerk's contact details are on Page 7. Council members' details on the website, noticeboards or hard copy	
Location of main Council office and accessibility details	Office is in Clerk's home. Meetings by appointment only.	
Staffing structure	Clerk is sole employee.	
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		See costs on Page 7 for hard copies of documents in Class 2
Annual Return or AGAR and report by auditor	Hard copy	
Finalised budget	Hard copy or email	

Precept	Hard copy	
Financial Standing Orders and Regulations	Hard copy or email, website	
Grants given and received	Hard copy	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	N/A	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		See costs on Page 7 for hard copies of documents in Class 3
Annual Report to Parish Meeting (current and previous year as a minimum)	Hardcopy or email	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum		See costs on Page 7 for hard copies of documents in Class 4
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Noticeboards, email or website	
Agendas of meetings (as above)	Noticeboards, email or website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Village noticeboard (High Street), email or website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy, website or email.	
Responses to consultation papers	See Minutes	
Responses to planning applications	See Minutes	

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only</p>		See costs on Page 7 for hard copies of documents in Class 5
Policies and procedures for the conduct of council business: Standing Orders Delegated authority in respect of officers Code of Conduct Policy Other Policy statements	Website  For DPI's see SNC Website	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality Policy Health and safety policy Recruitment policies (including current vacancies)  FOI DP  Complaints procedures (including those covering requests for information, Data Protection and operating the publication scheme)	Not applicable Website Not applicable Not available  Hardcopy or email  Hardcopy or e mail	
Information security policy	Specified in Risk Management Policy – hard copy or email.	
Records management policies (records retention, destruction and archive)	Hard copy or email	
Schedule of charges (for the publication of information)	See Page 7	
<p><b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only</p>		See costs on Page 7 for hard copies of

Asset Register	See website	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)	None	
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)	Not yet available	
Register of members' interests	Apply to Clerk	
Register of gifts and hospitality	Apply to Clerk	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only		See costs on Page 7 for hard copies of documents in Class 7
Allotments – model tenancy, rules and regulations, application form to erect structures and rules relating to structures; application form to plant tree	Apply to Clerk, website	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**Clerk to the Council  
Tina Page  
33 Tudor Rose Way  
Harleston  
Norfolk  
IP20 9QH**

**Tel 07858 518 636**

**E mail [geldestonclerk@hotmail.co.uk](mailto:geldestonclerk@hotmail.co.uk)**

**<http://geldestonparishcouncil.norfolkparishes.gov.uk/>**

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 25p per single-sided sheet (black & white)	Actual cost based on computer printing
	Photocopying @ 50p per single-sided sheet (colour)	Actual cost based on computer printing
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class. Recorded delivery if requested at standard price.

\* the actual