

STIFFKEY PARISH COUNCIL

Freedom of Information Model Publication Guide

See costs on last page for hard copies of documents

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		
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))	Website, Hard copy, Email	
Location of main Council office	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	
Financial Standing Orders and Regulations	Website, Hard copy, Email	

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Information to be published	How the information can be obtained	Cost
Grants given and received	Hard copy, Email	
List of current contracts awarded and value of contract	Hard copy, Email	
Members' allowances and expenses	Hard copy, Email	
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, Hard copy, Email	
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	

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Responses to planning applications	Hard copy, Email	
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 Code of Conduct Policy 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 services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website, Hard copy, Email	
Records management policies (records retention, destruction and archive)	Website, Hard copy, Email	
Data protection policies	Website, Hard copy, Email	

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Information to be published	How the information can be obtained	Cost
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	NNDC 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 / Garden Plots	Hard copy, Email	
Seating, litter bins, clocks, memorials and lighting	Hard copy, Email	

STIFFKEY PARISH COUNCIL

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

Contact details:

Julie Chance, Parish Clerk and Responsible Financial Officer

Pine Lodge, Gimingham Road, Trimingham, Norfolk, NR11 8HP.

Tel: 07305048062; Email: clerk@stiffkeyvillage.org; Website: www.stiffkeyvillage.org

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 @ 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 2 nd class. Recorded delivery if requested at standard price.

* the actual cost incurred by the public authority

Reviewed July 2024

Next Review July 2025