

SWAFIELD AND BRADFIELD PARISH COUNCIL

FREEDOM OF INFORMATION ACT

PUBLICATION SCHEME

Adopted July 2015
Next review due July 2016

Information available from Swafield and Bradfield Parish Council under the 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.
Some documents are available from the website www.cromertown.org*

Information to be published	How the information can be obtained	Cost
<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>See costs on Page 7 for hard copies of documents in Class 1</p>
<p>Who's who on the Council and its Committees</p>	<p>Council members' details on website, noticeboards and leaflet.</p>	
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Clerk's contact details are on Page 7. Clerk and Council members' details on website, noticeboards and leaflet.</p>	
<p>Location of main Council office and accessibility details</p>	<p>Office details & hours open to the public available on website, noticeboards and leaflet.</p>	
<p>Staffing structure</p>	<p>The Clerk is the sole employee.</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)		See costs on Page 7 for hard copies of documents in Class 2
Annual return form and report by auditor	Hard copy or website	
Finalised budget	Hard copy or website	
Precept	Hard copy or website	
Financial Standing Orders and Regulations	Hard copy or website	
Grants given and received	Hard copy or website – see minutes	
List of current contracts awarded and value of contract	Hard copy or website – see minutes	
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)		See costs on Page 7 for hard copies of documents in Class 3
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)		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)	Hard copy, website or noticeboard.	
Agendas of meetings (as above)	Hard copy, website or noticeboard.	
Minutes of meetings (as above) NB This will exclude information that is properly regarded as private to the meeting	Hard copy or website	
Reports presented to council meetings NB This will exclude information that is properly regarded as private to the meeting	Hard copy or email.	
Responses to consultation papers	Hard copy or website – see minutes	
Responses to planning applications	Hard copy or website – see minutes	
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		See costs on Page 7 for hard copies of documents in Class 5
Procedural standing orders Financial regulations Code of Conduct	Hard copy or website Hard copy or website Hard copy or website	
Health and safety policy Complaints procedure Child protection policy Training Policy	Refer risk assessment Hard copy or website Hard copy or website Hard copy or website	

Information security policy	Specified in Risk Assessment – hard copy or website	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	No data not in public domain.	
Schedule of charges (for the publication of information)	See Page 7	

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	See costs on Page 7 for hard copies of documents in Class 6
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)	N/A	
Assets Register	Hard copy or 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	Hard copy or website	

<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>	<p>NOTE: Some information may only be available by inspection</p>	<p>See costs on Page 7 for hard copies of documents in Class 7</p>
Allotments	No publication.	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	No publication.	
Bus shelters	No publication.	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
<p>Additional Information Information that is not itemised in the lists above:</p>		

Contact details: Parish Clerk R M Calvert
4 Banningham Road, Ingworth, Norwich, NR11 6PE
Tel: 01263 732078
Email: swafieldandbradfieldpc@gmail.com

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 @ 10p per A4 sheet (black & white)	Actual cost *
	Photocopying @ 20p per A3 sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority