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**FELTHORPE PARISH COUNCIL  
PUBLICATION SCHEME**

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<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	Website / Hard Copy	Free
Who's who on the Council and its Committees	Website / Hard Copy	Free
Contact details for Parish Clerk and Council members	Website / Hard Copy	Free
Location of main Council office and accessibility details	Website / Hard Copy	Free
Staffing structure	Website / Hard Copy	Free
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Website / Hard Copy	5p per A4 sheet
Finalised budget	Hard Copy	5p per A4 sheet
Precept	Hard Copy	5p per A4 sheet
Borrowing Approval Letter		

Financial Standing Orders and Regulations	Website / Hard Copy	5p per A4 sheet
Grants given and received	Hard Copy	5p per A4 sheet
List of current contracts awarded and value of contract	Hard Copy	5p per A4 sheet
Members' allowances and expenses	Hard Copy	5p per A4 sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Website / Hard Copy	5p per A4 sheet
Annual Report to Parish or Community Meeting	Hard Copy	5p per A4 sheet
<del>Quality status</del>		
<del>Local charters drawn up in accordance with DCLG guidelines</del>		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website / Hard Copy	Free
Agendas of meetings (as above)	Website / Hard Copy	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website / Hard Copy	5p per A4 sheet
Reports presented to council meetings – n.b. this will exclude information that is	Website / Hard Copy	5p per A4

properly regarded as private to the meeting.		sheet
Responses to consultation papers	Website / Hard Copy	5p per A4 sheet
Responses to planning applications	Website (Broadland Council website)	Free
<del>Bye-laws</del>		
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website / Hard Copy	5p per A4 sheet
<del>Committee and sub-committee terms of reference</del> <del>Delegated authority in respect of officers</del> Code of Conduct <del>Policy statements</del>	Website / Hard Copy	5p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff:		
Internal instructions to staff and policies relating to the delivery of services	Hard Copy	5p per A4 sheet
Equality and diversity policy	Website / Hard Copy	5p per A4 sheet
Health and safety policy	Hard Copy	5p per A4 sheet
Recruitment policies (including current vacancies)	Hard Copy	5p per A4 sheet

Policies and procedures for handling requests for information	Website / Hard Copy	sheet 5p per A4 sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website / Hard Copy	5p per A4 sheet
Information security policy		
<del>Records management policies (records retention, destruction and archive)</del>		
Data protection policies	Hard copy	5p per A4 sheet
Schedule of charges (for the publication of information)	Listed	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Assets register	Hard copy	5p per A4 sheet
<del>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)</del>		
Register of members' interests	Website (Broadland District Council) or hard copy	5p per A4 sheet
Register of gifts and hospitality	Hard Copy	5p per A4 sheet
<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)	(hard copy or website; some information may only be available by inspection)	
Current information only		

Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting	Hard Copy	5p per A4 sheet
Bus shelters		5p per A4 sheet
Markets		
Public conveniences		
Agency agreements		
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

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#### 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 @ 5p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		
<b>Other</b>		