
**FELTHORPE PARISH COUNCIL
PUBLICATION SCHEME**

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)	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
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Website / Hard Copy	5p per A4 sheet
Finalised budget	Website / Hard Copy	5p per A4 sheet
Precept	Website (in minutes)	5p per A4 sheet
Borrowing Approval Letter		

Financial Standing Orders and Regulations	Website / Hard Copy	5p per A4 sheet
Grants given and received	Website (within minutes)	Free
List of current contracts awarded and value of contract	Website (in minutes)	Free
Members' allowances and expenses	Website (in minutes)	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Website / Hard Copy	5p per A4 sheet
Annual Report to Parish	Website (part of Annual Parish Meeting minutes)	5p per A4 sheet
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings	Website / Hard Copy on noticeboards	Free
Agendas of meetings (as above)	Website / Hard Copy at meetings	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 properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	Website (minutes)	5p per A4 sheet

Responses to planning applications	Website (Broadland Council website)	Free
Bye laws		
Class 5 – Our policies and procedures (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	5p per A4 sheet
Committee and sub-committee terms of reference		
Delegated authority in respect of officers		
Code of Conduct	Website	5p per A4 sheet
Policy statements		
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	Website (in minutes)	Free
Equality and diversity policy	Website	Free
Health and safety policy	Hard Copy	Free
Recruitment policies (including current vacancies)	Hard Copy	Free
Policies and procedures for handling requests for information	Website	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	Free

Information security policy	Website	Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	Listed here	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Asset register	Website	Free
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)		
Register of members' interests	Website (Broadland District Council)	Free
Register of gifts and hospitality	Website	Free
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	(hard copy or website; some information may only be available by inspection)	
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		

Reviewed September 2025. Next review September 2029.

Seating, litter bins, clocks, memorials and lighting	Website (asset register)	Free
Bus shelters	Website (asset register)	Free
Markets		
Public conveniences		
Agency agreements		
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Sonya Blythe – Parish Clerk.

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SCHEDULE OF CHARGES

Reviewed September 2025. Next review September 2029.

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
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		
Other		