

Information available from Newton Flotman Parish Council under the model publication scheme (January 2009)

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>		
Who's who on the Council and its Committees	Website Hard Copy – Contact Clerk	Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy – Contact Clerk	Free 10p per sheet
<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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard Copy – Contact Clerk	10p per sheet
Finalised budget	Hard Copy – Contact Clerk	10p per sheet
Precept	Hard Copy – Contact Clerk	10p per sheet
Financial Standing Orders and Regulations	Hard Copy – Contact Clerk	10p per sheet
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan (current and previous year as a minimum)	Website Hard Copy – Contact Clerk	Free £1.50
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	See minutes of meeting on Website Hard Copy – Contact Clerk	Free 10p per sheet
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy – Contact Clerk	Free 10p per sheet
Agendas of meetings (as above)	Website Hard Copy – Contact Clerk	Free 10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy – Contact Clerk	Free 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy – Contact Clerk	Free 10p per sheet
Responses to consultation papers	Hard Copy – Contact Clerk	10p per sheet
Responses to planning applications	See Parish Council Minutes on website Hard Copy – Contact Clerk	Free 10p per sheet
Bye-laws	N/A	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Financial Regulations Committee and sub-committee terms of reference Delegated authority in respect of officers (see financial regulations) Code of Conduct Policy statements</p>	Hard Copy – Contact Clerk	10p per sheet
<p>Policies and procedures for the provision of services and about the employment of staff: - N/A</p> <p>Internal policies relating to the delivery of services N/A Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) N/A Policies and procedures for handling requests for information (covered by publication scheme) Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Hard Copy – Contact Clerk	10p per sheet
<p>Information security policy</p>	Regular back up of PC information on CD and given to Chairman	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Following is kept by Clerk: Minutes of meetings Financial Information Insurance Information Important Correspondence</p> <p>General correspondence received is circulated to each P Council member after meeting and then disposed of</p>	
<p>Data protection policies</p>	Hard Copy – Contact Clerk	10p per sheet
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	N/A	
<p>Assets Register</p>	Hard Copy – Contact Clerk	10p per sheet
<p>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)</p>	N/A	
<p>Register of members' interests</p>	Contact Clerk or Monitoring Officer at South Norfolk DC	
<p>Register of gifts and hospitality</p>	Contact Clerk	

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	Contact A Pownall 01508 470773	
Burial grounds and closed churchyards	Looked after by Diocese	
Village Centre and Playing Fields – Trustee only	Contact Clerk	
Seating, litter bins	Contact Clerk	
Bus shelters	Contact Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Only fees charged by Parish Council are for allotments – Contact Clerk	

Contact details:

Dawn Davidson, Clerk and Responsible Finance Officer
Newton Flotman Parish Council
21 Alan Avenue
Newton Flotman
Norwich
NR15 1PY

Tel 01508 470956

Email: clerk@newtonflotmanpc.co.uk

Website

Meetings by appointment only – The Parish Council does not operate a Parish Office

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ ..p per sheet (black & white)	10p per sheet
	Photocopying @ ..p per sheet (colour)	20p per sheet
	Documents sent by email	Free of charge
	Postage	Actual cost of Royal Mail standard 2 nd class