

STIFFKEY PARISH COUNCIL

Freedom of Information Model Publication Guide

See costs on last page for hard copies of documents

Table 1 Freedom of Information Guide to Information Held

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	Website, Hard copy, Email	
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 and accessibility details	Website, Hard copy, Email	
Staffing structure		
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	

Information to be published	How the information can be obtained	Cost
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website, Hard copy, Email	
Grants given and received	Hard copy, Email	
List of current contracts awarded and value of contract	Hard copy, Email	
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/a	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website, Hard copy, Email	
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) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, Hard copy, Email	

Information to be published	How the information can be obtained	Cost
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	
Responses to planning applications	Hard copy, Email	
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		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website, Hard copy, Email	

Information to be published	How the information can be obtained	Cost
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	Website, Hard copy, Email	
Information security policy	.	
Records management policies (records retention, destruction and archive)	Website, Hard copy, Email	
Data protection policies	Website, Hard copy, Email	
Schedule of charges (for the publication of information)	Website, Hard copy, Email	
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>		
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	

Information to be published	How the information can be obtained	Cost
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	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	N/a	
Burial grounds and closed churchyards, graveyard maintenance	N/a	
Community centres and village halls	N/a	
Parks, playing fields and recreational facilities	N/a	
Seating, litter bins, clocks, memorials and lighting	Hard copy, Email	
Bus shelters	N/a	
Markets	N/a	
Public conveniences	N/a	
Agency agreements	N/a	

Information to be published	How the information can be obtained	Cost
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/a	

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

Contact details: Parish Clerk and Responsible Financial Officer

Nea Horsford

The Bramblings, Guist Bottom Road, Stibbard, Norfolk NR21 0AG

Tel: 01328 829116

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.

Table 2 Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 9p per sheet (black & white)	Actual cost –paper and ink etc.
	Photocopying @ 16p per sheet (colour)	Actual cost – paper and ink etc
	Postage	Actual cost of Royal Mail standard 2 nd class. Recorded delivery if requested at standard price.