

# 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
<b>Class1 - Who we are and what we do</b> (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		
<b>Class 2 – What we spend and how we spend it</b> (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
<del>Borrowing Approval letter</del>	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	
<del>Members' allowances and expenses</del>		
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
<del>Parish Plan (current and previous year as a minimum)</del>	N/a	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website, Hard copy, Email	
<del>Quality status</del>	N/a	
<del>Local charters drawn up in accordance with DCLG guidelines</del>	N/a	
<b>Class 4 – How we make decisions</b> (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	
<del>Bye-laws</del>	N/a	
<b>Class 5 – Our policies and procedures</b> (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 <del>Committee and sub-committee terms of reference</del> <del>Delegated authority in respect of officers</del> 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	
<del>Information security policy</del>	.	
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><b>Class 6 – Lists and Registers</b>            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	
<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) Current information only		
<del>Allotments</del>	N/a	
<del>Burial grounds and closed churchyards, graveyard maintenance</del>	N/a	
<del>Community centres and village halls</del>	N/a	
<del>Parks, playing fields and recreational facilities</del>	N/a	
Seating, litter bins, clocks, memorials and lighting	Hard copy, Email	
<del>Bus shelters</del>	N/a	
Markets	N/a	
<del>Public conveniences</del>	N/a	
<del>Agency agreements</del>	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  
Catherine Moore

Jubilee Farm, Fleggburgh Road, Rollesby, Norfolk, NR29 5HH

Tel: 01493 253041

Email: [clerk@stiffkeyvillage.org](mailto:clerk@stiffkeyvillage.org)

Website: [www.stiffkeyvillage.org](http://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
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost –paper and ink etc.
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class. Recorded delivery if requested at standard price.