# **Reedham Parish Council**

Information available from under the model publication scheme

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| **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 – 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 |
| Location of main Council office and accessibility details | Clerk’s home - details on the website and see below. Meetings by appointment only. |  |
| Staffing structure | The Clerk is the sole employee |  |
| **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 – contact Responsible Financial Officer (RFO) | Free  10p per sheet |
| Finalised budget | Website  Hard copy – contact RFO | Free  10p per sheet |
| Precept | Website  Hard copy – contact RFO | Free  10p per sheet |
| Borrowing Approval letter | n/a |  |
| Financial Standing Orders and Regulations | Website  Hard copy – contact RFO | Free  10p per sheet |
| Grants given and received | Contained within minutes published on the website | Free |
| List of current contracts awarded and value of contract | Contained within minutes published on the website | Free |
| Members’ allowances and expenses | n/a |  |
| **Class 3 – What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous council year as a minimum |  |  |
| Neighbourhood Plan | In course of preparation |  |
| Annual Report to Parish Meeting | Website  Hard copy – contact clerk | Free  10p per sheet |
| 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, committee meetings and parish meetings) | Notice boards & Website  Hard copy – contact clerk | Free  10p per sheet |
| Agendas of meetings (as above) | Notice boards & Website  Hard copy – contact clerk | Free  10p per sheet |
| Minutes of meetings | Notice boards & Website  Hard copy – contact clerk | Free  10p per sheet |
| Reports presented to council meetings (as above excluding information that is properly regarded as private to the meeting). | Hard copy – contact clerk | 10p per sheet |
| Responses to consultation papers | Contained within minutes published on the website | Free |
| Responses to planning applications | Contained within minutes published on the website | Free |
| Bye-laws | The Council has not made any to date |  |
| **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 – contact clerk | Free  10p per sheet |
| Policies and procedures for the provision of services and about the employment of staff:  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) | Not yet available  Pending approval  Not yet available  Not yet available  Website  Hard copy – contact Clerk  Not yet available | Free  10p per sheet |
| Information security policy | n/a |  |
| Records management policies (records retention, destruction and archive) | Website  Hard copy – contact clerk | Free  10p per sheet |
| Data protection policies | Website  Hard copy – contact clerk | Free  10p per sheet |
| Schedule of charges (for the publication of information) | Hard copy – contact clerk | 10p per sheet |
| **Class 6 – Lists and Registers**  Currently maintained lists and registers only  (hard copy or website; some information may only be available by inspection) | |  |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Available for inspection |  |
| Assets Register | Hard copy – contact clerk | 10p per sheet |
| 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) | n/a |  |
| Register of members’ interests | website |  |
| Register of gifts and hospitality | n/a |  |
| **Class 7 – The services we offer**  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public)  Current information only - hard copy or website; some information may only be available by inspection | |  |
| Allotments | Website  Hard copy – contact clerk | Free  10p per sheet |
| Burial grounds and closed churchyards | n/a |  |
| Community centres and village halls | Website | Free |
| Parks, playing fields and recreational facilities | Website | Free |
| Seating, litter bins, clocks, memorials and lighting | Website  Hard copy – contact clerk | Free  10p per sheet |
| Bus shelters | n/a |  |
| Markets | n/a |  |
| Public conveniences | Broadland District Council |  |
| Agency agreements | n/a |  |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | n/a |  |
| **Additional Information** |  |  |
| To view hard copies please contact the clerk to arrange an appointment stating in advance what documents you wish to inspect. |  |  |

**Contact details:**

**Clerk to the Council**

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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.

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| --- | --- | --- |
| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 10p per sheet (black & white) | Actual cost \* |
|  | Photocopying @ 15p per sheet (colour) | Actual cost\* |
|  |  |  |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
|  |  |  |
| **Statutory Fee** |  | In accordance with the relevant legislation (quote the actual statute) |
|  |  |  |
| **Other** |  |  |
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\* the actual cost incurred by the public authority