**SEA PALLING PARISH COUNCIL FOI INFORMATION PUBLICATION SCHEDULE**

*Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule at the end of the document*

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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) | From the Council’s website  As a hard copy from the Clerk, or electronically attached to an email from the Clerk | Please refer to the end of the document for hard coy costs |
| Parish Council Members | From the Council’s website  Displayed on noticeboards  As a hard copy from the Clerk, or electronically attached to an e mail from the Clerk |  |
| Contact details for Parish Clerk | From the Council’s website  Displayed on noticeboards  Clerk’s contact details are on Page 7. Clerk and Councillors’ details hard copy, as an attachment to an email from the Clerk |  |
| Council Meeting | Meetings at the Village Hall, meetings open to public. Parking adjacent to the Hall |  |
| Staffing structure | Clerk is 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 | From the Council’s website or as a  hard copy from the Clerk |  |
| Annual Return (Pages 2, 3 and 5)  Reasons for Variations = / - 15%  Payments over £100 [if a council with turnover £25,000 or under] or payments over £500 [if a council with turnover £200,000 or over] | As above  As above |  |
| Finalised budget | As above |  |
| Precept | From the Council’s website or as a  hard copy from the Clerk |  |
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| Financial Regulations and Standing Orders | From the Council’s website or as a  hard copy from the Clerk |  |
| Grants given and received  Grant Award Policy | From the Council’s website or as a  hard copy from the Clerk |  |
| List of current contracts awarded and value of contract  Street Lights Maintenance | Hard copy from the Clerk |  |
| Councillors’ allowances and expenses - | Currently Not Applicable |  |
| **Class 3 – What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews) | Currently Not Applicable |  |
| Minute relating to General Power of Competence adoption | Currently not used - N/A |  |
| **Class 4 – How we make decisions**  (Decision making processes and records of decisions)  Current and previous council year as a minimum | Refer to the Meeting Minutes or request a hard coy |  |
| Timetable of meetings | From the Council’s website or as a  hard copy from the Clerk |  |
| Current Agenda | From the Council’s website or the Parish Noticeboard |  |
| Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting | From the Council’s website or as a  hard copy from the Clerk |  |
| Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting | Currently N/A |  |
| Responses to planning applications  Responses to consultation papers | See Minutes  From the Council’s website  Noticeboards, email or hard copy from the Clerk |  |
| **Class 5 – Our policies and procedures**  (Current written protocols, policies and procedures for delivering services and responsibilities)  Current information only | The Parish Council website |  |
| Policies – Planning Policy (how the Council deals with planning applications at parish council level), Code of Conduct and Dispensation Policy, Risk Management Policy | From the Council’s website or as a  hard copy from the Clerk |  |
| Policies and procedures for the provision of services and about the employment of staff:  Equality and diversity policy | From the Council’s website or as a  hard copy from the Clerk |  |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | From the Council’s website or as a  hard copy from the Clerk |  |
| **Class 6 Lists and Registers** |  |  |
| Assets Register | From the Council’s website or as a  hard copy from the Clerk |  |
| Register of members’/councillors’ interests | Available from North Norfolk District Council website |  |
| Register of gifts and hospitality | Apply to Clerk |  |
| **Class 7 – The services we offer**  Information about the services the Council offer. | From the Council’s website or as a  hard copy from the Clerk |  |
| **Additional Information**  [This will provide Councils with the opportunity to publish information that is not itemised in the lists above] |  |  |

**Schedule of charges**

This describes how the charges have been arrived at and should be published as part of the guide. (Below is an example of possible charges).

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| **Type of charge** | **Description** | **Basis of charge** |
| **Disbursement cost** | Photocopying @ 20p per single-sided sheet (black & white) | Actual cost based on computer printing |
|  | Photocopying @ £1.00p per single-sided sheet (colour) | Actual cost based on computer printing |
|  | Postage | Actual cost of Royal Mail standard 2nd class. Recorded delivery if requested at standard price |
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