

Information available from Keswick and Intwood Parish Council under the model publication scheme

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>Information is available from the following sources:</p> <ul style="list-style-type: none"> • InformationPoints at Intwood Church and Keswick Hall (IP's) • Notice boards at Inwood Church and the Reading Room Keswick (NB's); and • The website http://keswick-intwoodpc.norfolkparishes.gov.uk/ (WS) • The <i>Newsletter</i> (NL) • The Parish Clerk (PC) 	

Who's who on the Council and its Committees	WS, NL, IP.	No Charge
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	WS, NL, IP.	No Charge
Location of main Council office and accessibility details	WS, NL, IP.	No Charge
Staffing structure	Not Applicable	
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	(See Class 1 for abbreviations used.)	
Annual return form and report by auditor	PC	Copy charge for hard copy
Finalised budget	PC, WS	Copy charge for hard copy
Precept	PC, WS	Copy charge for hard copy
Borrowing Approval letter	Not Applicable	
Financial Standing Orders and Regulations	PC, WS	Copy charge

		for hard copy
Grants given and received	Not Applicable	
List of current contracts awarded and value of contract	Not Applicable	
Members' allowances and expenses	Not Applicable	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(See Class 1 for abbreviations used.)	
Parish Plan (current and previous year as a minimum)	WS, PC	Copy charge for hard copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	WS, PC	Copy charge for hard copy
Quality status	WS (Quality Council)	
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(See Class 1 for abbreviations used.)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	IP, NB, WS.	
Agendas of meetings (as above)	IP, NB, WS.	

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	IP, NB, WS.	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Not Applicable	
Responses to consultation papers	Not Applicable	
Responses to planning applications	IP, NB, WS.	
Bye-laws	Not Applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(See Class 1 for abbreviations used.)	
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	Procedural standing orders: WS, PC. Code of Conduct: PC Others Not Applicable	Copy charge for hard copy
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	Complaints Procedure: PC	

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)		
Information security policy	Not Applicable	
Records management policies (records retention, destruction and archive)	Not Applicable	
Data protection policies	Not Applicable	
Schedule of charges)for the publication of information)	PC	
Class 6 – Lists and Registers Currently maintained lists and registers only	(See Class 1 for abbreviations used.)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not Applicable	
Assets Register	PC	Copy charge for hard copy
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)	Not Applicable	
Register of members' interests	PC	
Register of gifts and hospitality	Not Applicable	
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		
Burial grounds and closed churchyards	√	
Community centres and village halls	√	
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters	√	
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Phillip Brooks – Parish Clerk: 01603 250639

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost 10p
	Photocopying @ 100p per sheet (colour)	Actual cost 100p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority