



PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB
Tel: 01508 492182 Email: clerk@poringland-pc.gov.uk
Website: www.poringlandparishcouncil.gov.uk

Freedom of Information Publication Scheme

Policy Reference	PPC 9
Version Number	4
Associated Documents	
Last Review Date	March 2025
Frequency of Review	Annually
Approved by	Full Council
Date for Next Review	March 2026

PPC 9 Freedom of Information Publication Scheme
Adopted: December 2014
Approved: Full Council

Reviewed: March 2025

Next Review Date: March 2026



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Information Available from Poringland Parish Council under the Model Publication Scheme

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)		
Who's who on the Council and its Advisory Groups	Hard Copy/Website	3p A4 printed page/Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy/Website	3p A4 printed page/Free
Location of main Council office and accessibility details	Hard Copy/Website	3p A4 printed page/Free
Staffing structure	Hard Copy/Website	3p A4 printed page/Free



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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)		
Annual return form and report by auditor	Hard Copy/Website	3p A4 printed page/Free
Finalised budget	Hard Copy/Website	3p A4 printed page/Free
Precept	Hard Copy/Website	3p A4 printed page/Free
Borrowing Approval letter	Hard Copy	3p A4 printed page
Financial Standing Orders and Regulations	Hard Copy/Website	3p A4 printed page/Free
Grants given and received	Hard Copy	3p A4 printed page
List of current contracts awarded and value of contract	Hard Copy	3p A4 printed page



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Members' allowances and expenses	Hard Copy	3p A4 printed page
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan / Emerging Neighbourhood Plan	Hard Copy/Website	3p A4 printed page/Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy/Website	3p A4 printed page/Free
Quality status	Hard Copy	3p A4 printed page
Local charters drawn up in accordance with DCLG guidelines	-	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of public meetings	Hard Copy/Website	3p A4 printed page/Free



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Agendas of public meetings	Hard Copy/Website	3p A4 printed page/Free
Minutes of public meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy/Website	3p A4 printed page/Free
Reports presented to public meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy/Website	3p A4 printed page/Free
Responses to consultation papers	Hard Copy	3p A4 printed page
Responses to planning applications	Hard Copy / South Norfolk Council Website	3p A4 printed page/Free
Bye-laws	Hard Copy	3p A4 printed page



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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Hard Copy/Website</p>	<p>3p A4 printed page/Free</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers</p>	<p>Hard Copy/Website Hard Copy/Website Hard Copy/Website</p>	<p>3p A4 printed page/Free</p>
<p>Code of Conduct Policy statements</p>	<p>Hard Copy/Website Hard Copy/Website</p>	



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<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</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard Copy</p> <p>Hard Copy/Website</p> <p>Hard Copy</p> <p>Hard Copy</p> <p>Hard Copy/Website</p> <p>Hard Copy/Website</p>	<p>3p A4 printed page/Free</p>
<p>Information security policy</p>	<p>Hard Copy/Website</p>	<p>3p A4 printed page/Free</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard Copy/Website</p>	<p>3p A4 printed page/Free</p>
<p>Data protection policies</p>	<p>Hard Copy/Website</p>	<p>3p A4 printed page</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Hard Copy/Website</p>	<p>3p A4 printed page/Free</p>



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Class 6 – Lists and Registers		
Asset Register	Hard copy	3p A4 printed page
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)	-	
Register of members' interests	Hard Copy/Website	3p A4 printed page/Free
Register of gifts and hospitality	Hard Copy/Website	3p A4 printed page/Free
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	-	
Burial grounds and closed churchyards	Hard Copy or inspection	3p A4 printed page/Free



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Community centres and village halls	Hard Copy/Website	3p A4 printed page/Free
Parks, playing fields and recreational facilities	Hard Copy	3p A4 printed page
Seating, litter bins, clocks , memorials and lighting	Hard Copy	3p A4 printed page
Bus shelters	Hard Copy	3p A4 printed page
Public conveniences	-	
Agency agreements	Hard Copy	3p A4 printed page
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy/Website	3p A4 printed page/Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		



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Requests made under the Environmental Information Regulations 2004	Hard Copy	3p A4 printed page plus hourly rate at £25.00/hour
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Contact details: Parish Clerk – **Charlotte Hummel**, Poringland Parish Council, Poringland Community Centre, Overtons Way, Poringland, Norfolk NR14 7WB. clerk@poringland-pc.gov.uk. www.poringlandparishcouncil.gov.uk



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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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 3p per page (black & white) or 7p per page colour	Actual cost
	Postage – at cost	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Environmental Information	Actual cost
	Requests – Time £25.00/hour	
	(Photocopying and Postage charged as above)	
Other		