



PORINGLAND PARISH COUNCIL

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

Clerk to the Council: Mrs Faye LeBon FdA

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	2p 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	2p A4 printed page/Free
Location of main Council office and accessibility details	Hard Copy/Website	2p A4 printed page/Free
Staffing structure	Hard Copy/Website	2p A4 printed page/Free
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	2p A4 printed page/Free
Finalised budget	Hard Copy/Website	2p A4 printed page/Free
Precept	Hard Copy/Website	2p A4 printed page/Free
Borrowing Approval letter	Hard Copy	2p A4 printed page
Financial Standing Orders and Regulations	Hard Copy/Website	2p A4 printed page/Free
Grants given and received	Hard Copy	2p A4 printed page
List of current contracts awarded and value of contract	Hard Copy	2p A4 printed page
Members' allowances and expenses	Hard Copy	2p 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	2p A4 printed page/Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy/Website	2p A4 printed page/Free

Quality status	Hard Copy	2p 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	2p A4 printed page/Free
Agendas of public meetings	Hard Copy/Website	2p 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	2p 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	2p A4 printed page/Free
Responses to consultation papers	Hard Copy	2p A4 printed page
Responses to planning applications	Hard Copy / South Norfolk Council Website	2p A4 printed page/Free
Bye-laws	Hard Copy	2p A4 printed page
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	Hard Copy/Website Hard Copy/Website Hard Copy/Website Hard Copy/Website Hard Copy/Website	2p A4 printed page/Free
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)	Hard Copy Hard Copy/Website Hard Copy Hard Copy Hard Copy/Website Hard Copy/Website	2p A4 printed page/Free
Information security policy	Hard Copy/Website	2p A4 printed page/Free
Records management policies (records retention, destruction and archive)	Hard Copy/Website	2p A4 printed page/Free
Data protection policies	Hard Copy/Website	2p A4 printed page
Schedule of charges (for the publication of information)	Hard Copy/Website	2p A4 printed

		page/Free
Class 6 – Lists and Registers		
Asset Register	Hard copy	2p 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	2p A4 printed page/Free
Register of gifts and hospitality	Hard Copy/Website	2p 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	2p A4 printed page/Free
Community centres and village halls	Hard Copy/Website	2p A4 printed page/Free
Parks, playing fields and recreational facilities	Hard Copy	2p A4 printed page
Seating, litter bins, clocks, memorials and lighting	Hard Copy	2p A4 printed

		page
Bus shelters	Hard Copy	2p A4 printed page
Markets	-	
Public conveniences	-	
Agency agreements	Hard Copy	2p 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	2p A4 printed page/Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Requests made under the Environmental Information Regulations 2004	Hard Copy	2p A4 printed page plus hourly rate at £25.00/hour

Contact details: Parish Clerk – Mrs F .LeBon, Poringland Parish Council, Poringland Community Centre, Overtons Way, Poringland, Norfolk NR14 7WB. clerk@poringlandparishcouncil.gov.uk. www.poringlandparishcouncil.gov.uk.

Policy adopted: December 2014
Last Revision: February 2017

Next Review: February 2020

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 @ 2p per page (black & white) or 5p per page colour	Actual cost
	Postage – at cost	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Environmental Information Requests – Time £25.00/hour	Actual cost
	(Photocopying and Postage charged as above)	
Other		