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 2026
Frequency of Review	Annually
Approved by	Full Council
Date for Next Review	March 2027

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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	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free
Location of main Council office and accessibility details	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free
Staffing structure	1. Hard Copy 2. Website	1. 5p per A4 page 2. 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	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free
Finalised budget	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free
Precept	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free
Borrowing Approval letter	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free
Financial Standing Orders and Regulations	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free
Grants given and received	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free

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List of current contracts awarded and value of contract	1. Hard Copy	1. 5p per A4 page
Members' allowances and expenses	n/a	n/a

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	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free
Quality status	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free

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Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of public meetings	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free
Agendas of public meetings	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free
Minutes of public meetings	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free

Reports presented to public meetings – n.b. this will exclude reports for any confidential items.	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free
Responses to consultation papers	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free
Responses to planning applications	1. Hard Copy 2. South Norfolk Council Website	1. 5p per A4 page 2. Free

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Bye-laws	1. Hard Copy	1. 5p per A4 page
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free
Policies and procedures for the conduct of council business: Procedural standing orders Committee terms of reference Delegated authority in respect of officers	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free

Code of Conduct	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free

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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 or Website Hard Copy Hard Copy Hard Copy or Website Hard Copy or Website	Hard Copy = 5p per A4 page Website = Free
Information security policy	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free
Records management policies (records retention, destruction and archive)	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free
Data protection policies	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free
Schedule of charges (for the publication of information)	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free

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Class 6 – Lists and Registers		
Asset Register	1. Hard Copy	1. Free
Register of members' interests	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free
Register of gifts and hospitality	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses		
Burial grounds and closed churchyards	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free
Community centres and village halls	1. Hard Copy 2. Website	1. 5p per A4 page 2. Free

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Parks, playing fields and recreational facilities	1. Hard Copy	1. 5p per A4 page
Seating, litter bins and memorials	1. Hard Copy	1. 5p per A4 page
Bus shelters	1. Hard Copy	1. 5p per A4 page
Agency agreements	1. Hard Copy	1. 5p per A4 page
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	1. Hard Copy 2. Website	1. 5p per A4 page 2. 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	5p per A4 printed page plus hourly rate at £25.00/hour

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Contact details: Parish Clerk – Ben Bethell,
Poringland Parish Council, Poringland Community Centre, Overtons Way, Poringland, Norfolk NR14 7WB. clerk@poringland-pc.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 @ 5p per page (black & white) or 8p per page colour	Actual cost
	Postage – at cost	Actual cost of Royal Mail standard 2nd class
Statutory Fee	Environmental Information	Actual cost
	Requests – Time £25.00/hour	