



Scole Parish Council

Information available from Scole Parish Council under the model publication scheme

The policy of this publication scheme is to be a means by which the authority can make a significant amount of information available routinely and develop a culture of openness and transparency. This authority's key responsibilities are to represent the electorate of its area, to take action within the legal framework and to provide a leadership focus for the community.

Attached is Scole Parish Council's publication scheme that defines information the parish council holds which is accessible to the public. The Publication Scheme indicates the format of each publication. Where a member of the public is seeking to obtain a copy of information included in this Parish Council's publication scheme, the Council may set reasonable charges for this. Costs are available on application and may include photocopying costs, postage (where incurred) and staff time.

Confidentiality Notice

The Parish Council policy is to be as open as possible and supply the information requested but the Parish Council may withhold any information if it considers its release not to be in the public interest and could cause significant harm. Any sensitive and confidential information is exempt from public information.

Requests for information

Requests for information must be made to the Parish Council at the address below and include details of the applicant and the information sought.

The applicant has two rights:

- (i) to be told whether the information is held by a local council and to receive the information as a copy or summary, if considered to be in the public interest and
- (ii) whether a fee is required.

Responsibility for the Publication Scheme

The Clerk of the Parish Council is responsible for maintaining the scheme on a day-to-day basis on behalf of the parish council. Scole Parish Council approved the publication scheme on 16 December 2008.



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) This will be current information only		
Who's who on the Council Council members names and telephone number and email address (if used))	Website www.scoleparish.org.uk Notice boards	See costs below
Contact details for Parish Clerk	Mrs Alex Pullen Northridge House, North Green Road, Pulham St Mary, Norfolk, IP21 4YG 01379 670609, scolepc@btinternet.com	
Location of main Council office and accessibility details	Via clerk's contacts 10am to 5pm only, meetings by appointment	
Staffing structure	Parish Clerk and RFO, Village Ranger	
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		
Annual return form and report by auditor	Available by e-mail or hard copy	
Finalised budget	Website – in minutes	
Precept	Website - in minutes	
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	E-mail or hard copy	See costs below
Grants given and received	Website – Minutes or hard copy	See costs below
List of current contracts awarded and value of contract	On request to the clerk	See costs below
Members' allowances and expenses	Expenses only paid	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Not yet completed	



Annual Report to Parish or Meeting (current and previous year as a minimum)	Minutes and Annual Report or hard copy	See costs below
Quality status	Not applied yet	
Local charters drawn up in accordance with DCLG guidelines	None in place yet	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	On website and noticeboards	
Agendas of meetings (as above)	On website Free e-mail service apply via clerk	
Minutes of meetings (as above) – N.B this will exclude information that is properly regarded as private to the meeting.	On website and available by e-mail and hard copy after meeting at which minutes agreed	See costs below
Reports presented to council meetings – N.B this will exclude information that is properly regarded as private to the meeting.	On website and available by e-mail and hard copy after meeting at which minutes agreed	See costs below
Responses to consultation papers	See Minutes	
Responses to planning applications	See Minutes	
Bye-laws	None	
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 or e-mail from clerk	See costs below
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)	Not yet available	
Information security policy	Back up of computer details, important docs in fireproof box	
Records management policies (records retention, destruction and archive)	Minutes kept forever	



	Finance summary for ever Finance details 5 years Only important documents kept longer than 3 months	
Data protection policies	No data not in public domain	
Schedule of charges (for the publication of information)	On this document	
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list	None held	
Assets Register	E-mail or hard copy	See costs below
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)	None held unless reported in Minutes	
Register of members' interests	Apply to clerk	See costs below
Register of gifts and hospitality	Apply to clerk	See costs below
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	No	
Burial grounds and closed churchyards	Operated and owned by Parish Church Council	
Community centres and village halls	Operated and owned by Village Hall Trust	
Parks, playing fields and recreational facilities	Scole Playing Fields	
Seating, litter bins, clocks, War Memorials	Dog bins, litter bins	
Bus shelters	None	
Markets	None	
Public conveniences	None	
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Street Lighting	Some owned and operated by Parish Council	
Additional Information This will provide the opportunity to publish information that is not itemised in the lists above		



Scole Parish Council

Contact details:

Clerk as above

Website www.scoleparish.org.uk

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 @ .10.p per sheet (black & white)	Actual cost based on computer printing
	Photocopying @ .20.p per sheet (colour)	Actual cost inc computer use
	Postage	Actual cost of Royal Mail standard 2 nd class, recorded if requested
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

All items marked hard copy are available at a cost of 10p per sheet (Black & White)
e-mail or website items are free. Items marked website also available by e-mail