

Information available from Aldeby Parish Council under the model publication scheme

Website: <https://www.aldeby-pc.org.uk/>

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website Hard copy – contact Parish Clerk	Free 10p/sheet
Contact details for Parish Manager Clerk and Council members	Website Hard copy – contact Parish Clerk	Free 10p/sheet
Location of main Council office and accessibility details	Aldeby Parish Council Parish Clerk 33 Tudor Rose Way, Harleston Norfolk IP20 9QH	Free
Staffing structure	Hard copy – contact Parish Clerk	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) Current and previous financial year as a minimum	All documents available for inspection via Parish Clerk.	Free
Annual return form and report by auditor	Hard copy – contact Parish Clerk	10p/sheet
Finalised budget	Hard copy – contact Parish Clerk	10p/sheet
Precept	Hard copy – contact Parish Clerk	10p/sheet
Borrowing Approval letters	Hard copy – contact Parish Clerk	10p/sheet
Financial Standing Orders and Regulations	Hard copy – contact Parish Clerk	10p/sheet

Grants given and received	Hard copy – contact Parish Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard copy – contact Parish Clerk	10p/sheet
Members' allowances and expenses	Hard copy – contact Parish Clerk	10p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	All documents available for inspection via Parish Clerk	Free
Parish Plan (current and previous year as a minimum)	Hard copy – contact Parish Clerk	10p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – contact Parish Clerk	Free 10p/sheet
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	All documents available for inspection via Parish Clerk	Free
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Parish Clerk	Free 10p/sheet
Agendas of meetings (as above)	Website Hard copy – contact Parish Clerk	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Parish Clerk	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Parish Clerk	10p/sheet
Responses to consultation papers	Hard copy – contact Parish Clerk	10p/sheet

Responses to planning applications	Website (minutes) Hard copy – contact Parish Clerk	Free 10p/sheet
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	All documents available for inspection via Parish Clerk	Free
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	All documents available for inspection via Parish Clerk Hard copies – contact Parish Clerk	Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equal Opportunities policy Environmental 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)	All documents available for inspection via Parish Clerk Hard copies – contact Parish Clerk Hard copy - contact Parish Clerk	Free 10p/sheet 10p/sheet
Information security policy	Not applicable	

Records management policies (records retention, destruction and archive)	Not applicable	
Data protection policies	Hard copy - contact Parish Clerk	10p/sheet
Schedule of charges (for the publication of information)	Not applicable	
Class 6 – Lists and Registers Currently maintained lists and registers only	All documents available for inspection via Parish Clerk	Free
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy - contact Parish Clerk	10p/sheet
Assets Register	Hard copy - contact Parish Clerk	10p/sheet
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	Hard copy - contact Parish Clerk	10p/sheet
Register of gifts and hospitality	Available for inspection via Parish Clerk Hard copy - contact Parish Clerk	Free 10p/sheet
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	All documents available for inspection via Parish Clerk	
Allotments	Hard copy - contact Parish Clerk	10p/sheet
Burial grounds and closed churchyards	Hard copy - contact Parish Clerk	10p/sheet
Community centres and village halls	Hard copy - contact Parish Clerk	10p/sheet
Parks, playing fields and recreational facilities	Hard copy - contact Parish Clerk	10p/sheet
Seating, litter bins, memorials and lighting	Hard copy – contact Parish Clerk	10p/sheet
Bus shelters	Hard copy – contact Parish Clerk	10p/sheet

Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy – contact Parish Clerk	10p/sheet
Additional Information		

Contact details:

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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 @ 10p per sheet (black & white)	Copying 0.6p, Paper and Administration charge 9.4p per copy
	Photocopying @ 26p per sheet (colour)	Copying 16.6p, Paper and Administration charge 9.4p per copy
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Not applicable	In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority