

NORTHREPPS PARISH COUNCIL
FREEDOM OF INFORMATION ACT
PUBLICATION SCHEME

Approved and adopted by Northrepps Parish Council on 01 December 2009

Last review June 2022
Next review June 2023

Information available from Northrepps Parish Council under the model publication scheme

NOTE: Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on Page 7.

The Clerk's contact details are also on Page 7.

At the time of publishing this scheme the parish did not have a website.

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	See costs on Page 7 for hard copies of documents in Class 1
Who's who on the Council and its Committees	Council members' details on noticeboards or hard copy. Northrepps Parish Council does not have committees.	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Clerk's contact details are on Page 7. Council members' details on noticeboards or hard copy.	
Location of main Council office and accessibility details	Office is in Clerk's home. Meetings by appointment only.	
Staffing structure	The Clerk and one bus shelter cleaner.	

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	(hard copy and/or website)	See costs on Page 7 for hard copies of documents in Class 2
Annual return form, report by auditor, list of payments, summary of accounts	Hard copy & website	
Finalised budget	Hard copy & website	
Precept	Hard copy & website	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy & website	
Grants given and received	Hard copy & website	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	N/A	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	See costs on Page 7 for hard copies of documents in Class 3
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish Meeting (current and previous year as a minimum)	Hardcopy & website	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	See costs on Page 7 for hard copies of documents in Class 4
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Noticeboards & website	
Agendas of meetings (as above)	Noticeboards & website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website & hard copy.	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website & hard copy	
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	(hard copy or website)	See costs on Page 7 for hard copies of documents in Class 5
Policies and procedures for the conduct of council business: Procedural standing orders Financial Regulations Child Protection Policy Code of Conduct Equal Opportunity Policy Environmental Policy	Hard copy & website	

Freedom of Information Policy GDPR Policy & Privacy Statement Planning Protocol Records Management Policy Training Policy		
Schedule of charges (for the publication of information)	See Page 7	

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	See costs on Page 7 for hard copies of documents in Class 6
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	Website & hardcopy	
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)	N/A	
Register of members' interests	Website & hardcopy	
Register of gifts and hospitality	Via Clerk for inspection only	

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	<p>See costs on Page 7 for hard copies of documents in Class 7</p>
Allotments	No publication. Contact Clerk for information.	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	No publication. Contact Clerk for information.	
Seating, litter bins, clocks, memorials and lighting	No publication. Contact Clerk for information.	
Bus shelters	No publication. Contact Clerk for information.	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	No publication. Contact Clerk for information.	
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

**Contact details: Parish Clerk Mrs J Warner Tel: 01263 512001
Email: northreppsparish@btinternet.com**

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)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority