

Topcroft Parish Council

FREEDOM OF INFORMATION AND PUBLICATION POLICY

Information available from Topcroft Parish Council under the Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Hard copy (contact Clerk) Available on the website	25p copy Free
Who's who on the Council and its Committees	Hard copy (contact Clerk) Available on the website	25p copy Free
Contact details for Parish Clerk and Council members	Hard copy (contact Clerk)	25p copy
Location of main Council office and accessibility details	N/A	N/A
Staffing structure	Hard copy (contact Clerk)	25p copy
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 (contact Clerk) Available on the website	25p copy Free
Annual return form and report by auditor	Hard copy (contact Clerk) Available on the website	25p copy Free
Finalised budget	Hard copy (contact Clerk) Available on the website	25p copy Free
Precept	Hard copy (contact Clerk) Available on the website	25p copy Free
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy (contact Clerk) Available on the website	25p copy Free
Grants given and received	Hard copy (contact Clerk) Available on the website	25p copy Free

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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) Current and previous year as a minimum	Hard copy (contact Clerk) Available on the website	25p copy Free
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy (contact Clerk) Available on the website	25p copy Free
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 (contact Clerk) Available on the website	25p copy Free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy (contact Clerk) Available on the website	25p copy Free
Agendas of meetings (as above)	Hard copy (contact Clerk) Available on the website	25p copy Free
Minutes of meetings (as above) – note: this will exclude information that is properly regarded as private to the meeting.	Hard copy (contact Clerk) Available on the website	25p copy Free
Reports presented to council meetings – note: this will exclude information that is properly regarded as private to the meeting.	Hard copy (contact Clerk) Available on the website	25p copy Free
Responses to consultation papers	Hard copy (contact Clerk) Available on the website	25p copy Free
Responses to planning applications	Available on District Council Website Free	Free
Bye-laws	N/A	
Class 5 – Our policies and procedures	Hard copy (contact Clerk)	25p copy

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(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Available on the website	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	Hard copy (contact Clerk) Available on the website	25p copy Free
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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)	Confidential – Personal Information N/A N/A N/A N/A Hard copy (contact Clerk) Available on the website Hard copy (contact Clerk) Available on the website	 25p/page Free 25p/page Free
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Hard copy (contact Clerk) Available on the website	25p/page Free
Data protection policies	ICO Scheme	25p/page Free
Schedule of charges (for the publication of information)	Hard copy (contact Clerk) Available on the website	As below Free

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Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection by arrangement	25p/page
Assets register	Hard copy (contact Clerk) Available on the website	25p/page Free
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	On SNC website	Free
Register of gifts and hospitality	N/A	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields	N/A	
Seating, litter bins, memorials	Hard copy (contact Clerk) Available on the website	25p/page Free
Bus shelters	Hard copy (contact Clerk) Available on the website	25p/page Free
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g., burial	Hard copy (contact Clerk)	25p/page

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fees)	Available on the website	Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Sally Chapman Clerk to Topcroft Parish Council, Lodge Farm Bungalow, Rushall, Diss Norfolk. IP21 4RT
Tel: 01379 855486. Email: topcroftpc@gmail.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	* This will be determined by the staff of the Council and the Applicant for Information will be notified accordingly. All costs will be on the actual cost to the Parish Council, including staff costs, printing and stationery costs and postage with a minimum charge of £10 per request.
Disbursement cost	Photocopying @ 25p per A4 copy side sheet (black & white) + Officer time*	Actual cost with a minimum charge of £10 per request.	
	Photocopying @ 40p per A4 copy side (colour) + Officer time*	Actual cost with a minimum charge of £10 per request.	
	Postage	Actual cost of Royal Mail standard 2 nd class signed	
Statutory Fee		In accordance with the relevant legislation	
Other	Large Scale Requests*	Actual cost and staff time at an hourly rate	
	Small Scale Requests*	Actual cost and staff time at an hourly rate	