

Information available from Hemsby Parish Council under the model publication scheme as adopted 18th November 2019

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		All black and white 15p/sheet
Who's who on the Council and its Committees	Website/Noticeboards Hard Copy -Clerk	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Noticeboards/Facebook Hard copy - Clerk	
Location of main Council office and accessibility details	Website/Noticeboards	
Staffing structure	Hard Copy - Clerk	
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	Website/Noticeboards Hard Copy -Clerk	
Finalised budget	Website/Noticeboards Hard Copy -Clerk	
Precept	Website/Noticeboards Hard Copy -Clerk	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Hard Copy -Clerk	
Grants given and received	Website Hard Copy -Clerk	
List of current contracts awarded and value of contract	Hard Copy - Clerk	
Members' allowances and expenses	Website/Noticeboards Hard Copy -Clerk	
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 or website)	
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)	Website/Noticeboards Hard Copy -Clerk	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website/Noticeboards Hard Copy -Clerk	
Agendas of meetings (as above)	Website/Noticeboards Hard Copy -Clerk	
Minutes of meetings (as above)	Website/Noticeboards Hard Copy -Clerk	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website/Noticeboards Hard Copy -Clerk	
Responses to consultation papers	Website/Noticeboards Hard Copy -Clerk	
Responses to planning applications	Website/Noticeboards Hard Copy -Clerk	
Bye-laws	N/A	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p>	Website Hard Copy -Clerk	

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
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)	Website/Hard Copy -Clerk	
Information security policy	Website/Noticeboards Hard Copy -Clerk	
Records management policies (records retention, destruction and archive)	Website/Noticeboards Hard Copy -Clerk	
Data protection policies	Website/Noticeboards Hard Copy -Clerk	
Schedule of charges (for the publication of information)	Website/ Hard Copy -Clerk	
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)	Website Hard Copy -Clerk	
Assets register	Website Hard Copy -Clerk	
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	
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) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	Website/Noticeboards Hard Copy -Clerk	
Community centres and village halls	Website/Noticeboards Hard Copy -Clerk	
Parks, playing fields and recreational facilities	Website/Noticeboards Hard Copy -Clerk	
Seating, litter bins, clocks, memorials and lighting	Website Hard Copy -Clerk	
Bus shelters	Website Hard Copy -Clerk	
Markets	N/A	

Public conveniences	Website Hard Copy -Clerk	
Agency agreements	Website/Noticeboards Hard Copy -Clerk	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website/Noticeboards Hard Copy -Clerk	

Contact details:

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 Parish Office
 Kingsway
 Hemsby
 NR49 2JT

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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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p 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