

Information available from Rollesby Parish Council under the model publication scheme

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
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 and its Committees	Website Hard copy – contact clerk	Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact clerk	Free 10p per sheet
Location of main Council office and accessibility details	Clerk's home - details on the website and see below. Meetings by appointment only.	
Staffing structure	The Clerk is the sole employee	
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 Hard copy – contact Responsible Financial Officer (RFO)	Free 10p per sheet

Finalised budget	Website Hard copy – contact RFO	Free 10p per sheet
Precept	Website Hard copy – contact RFO	Free 10p per sheet
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Website Hard copy – contact RFO	Free 10p per sheet
Grants given and received	Contained within minutes published on the website	Free
List of current contracts awarded and value of contract	Contained within minutes published on the website	Free
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 council year as a minimum		
Neighbourhood Plan	In course of preparation	
Annual Report to Parish Meeting	Website Hard copy – contact clerk	Free 10p per sheet
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		
Timetable of meetings (Council, committee meetings and parish meetings)	Notice boards & Website Hard copy – contact clerk	Free 10p per sheet
Agendas of meetings (as above)	Notice boards & Website	Free

	Hard copy – contact clerk	10p per sheet
Minutes of meetings	Notice boards & Website Hard copy – contact clerk	Free 10p per sheet
Reports presented to council meetings (as above excluding information that is properly regarded as private to the meeting).	Hard copy – contact clerk	10p per sheet
Responses to consultation papers	Contained within minutes published on the website	Free
Responses to planning applications	Contained within minutes published on the website	Free
Bye-laws	The Council has not made any to date	
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	Website Hard copy – contact clerk	Free 10p per sheet
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	Not yet available Pending approval Not yet available Not yet available Website Hard copy – contact Clerk	Free 10p per

Complaints procedures (including those covering requests for information and operating the publication scheme)	Not yet available	sheet
Information security policy	n/a	
Records management policies (records retention, destruction and archive)	Website Hard copy – contact clerk	Free 10p per sheet
Data protection policies	Website Hard copy – contact clerk	Free 10p per sheet
Schedule of charges (for the publication of information)	Hard copy – contact clerk	10p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Available for inspection	
Assets Register	Hard copy – contact clerk	10p per 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)	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) Current information only	hard copy or website; some information may only be available by inspection	
Allotments	Website Hard copy – contact clerk	Free 10p per sheet

Burial grounds and closed churchyards	n/a	
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website Hard copy – contact clerk	Free 10p per sheet
Bus shelters	Hard copy - contact clerk	10p per sheet
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)	n/a	
Additional Information		
To view hard copies please contact the clerk to arrange an appointment stating in advance what documents you wish to inspect.		

**Contact details:
 Clerk to the Council
 Mrs Sarah Hunt
 58 Hercules Road
 Hellesdon
 Norfolk NR6 5HH**

**Tel: 07340028540
 Email: Clerk - rollesbypc@outlook.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 @ 15p 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