



Information available from Redenhall with Harleston Town Council under the model publication scheme

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>		
Who's who on the Council and its Committees	Website Noticeboard Hardcopy from Clerk	Free Free 10p per A4 sheet plus postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Noticeboard Hardcopy from Clerk	Free Free 10p per A4 sheet plus postage
Location of main Council office and accessibility details	Website Noticeboard	Free Free
Staffing structure	Hardcopy from Clerk	10p per A4 sheet plus postage
<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hardcopy from Clerk	10p per A4 sheet plus postage
Finalised budget	Hardcopy from Clerk	10p per A4 sheet plus postage
Precept	Hardcopy from Clerk	10p per A4 sheet plus postage

Financial Standing Orders and Regulations	Hardcopy from Clerk Email	10p per A4 sheet plus postage Free
Grants given and received	Hardcopy from Clerk	10p per A4 sheet plus postage
List of current contracts awarded and value of contract	Hardcopy from Clerk	10p per A4 sheet plus postage
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)		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Town or Community Meeting (current and previous year as a minimum)	Hard copy from clerk Email	10p per A4 sheet plus postage 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		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Email Hard copy from clerk	Free 10p per A4 sheet plus postage
Agendas of meetings (as above)	Noticeboard	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hardcopy from clerk	Free 10p per A4 sheet plus postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Email (when possible) Hardcopy from clerk	Free 10p per A4 sheet plus postage

Responses to consultation papers	Hardcopy from clerk	10p per A4 sheet plus postage
Responses to planning applications	Hard copy from clerk	10p per A4 sheet plus postage
Bye-laws	Hard copy from clerk	10p per A4 sheet plus postage
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	Email (upon request) Hard copy from clerk Email (upon request) Hard copy from clerk N/A Hard copy from Clerk Hard copy from clerk	Free 10p per A4 sheet plus postage Free 10p per A4 sheet plus postage 10p per A4 sheet plus postage 10p per A4 sheet plus postage
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 Complaints procedures (including those covering requests for information and operating the publication scheme)	N/A N/A N/A Hard copy from Clerk N/A N/A Hard copy from Clerk	 10p per A4 sheet plus postage 10p per A4 sheet plus postage

Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	N/A	
Schedule of charges (for the publication of information)	Included at the end of this document	
Class 6 – Lists and Registers		
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)	N/A	
Assets Register	Hard copy from clerk	10p per A4 sheet plus postage
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	Hard copy from clerk	10p per A4 sheet plus postage
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		
Allotments	Email Hard copy from clerk	Free 10p per A4 sheet plus postage
Burial grounds and closed churchyards	Hard copy from clerk	10p per A4 sheet plus postage
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy from clerk	10p per A4 sheet plus postage
Seating, litter bins, clocks, memorials and lighting	Hard copy from clerk	10p per A4 sheet plus postage
Bus shelters	Hard copy from clerk	10p per A4 sheet plus postage

Markets	Hard copy from clerk	10p per A4 sheet plus postage
Public conveniences	N/A	
Agency agreements	Hard copy from clerk	10p per A4 sheet plus postage
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy from clerk	10p per A4 sheet plus postage
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

**Margot Harbour
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Wilderness Lane
Harleston
IP20 9DD**

Telephone : 01379 854519

Email: harlestontc@btinternet.com

Website (section within) www.harleston-norfolk.org.uk

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
Prescribed cost	If necessary to: Determine if the information is held Locate and retrieve the information Extract relevant information from a document All above £25 per hour	In accordance with the Freedom of Information and Data protection (Appropriate Limit and Fees) Regulations 2004

* the actual cost incurred by the public authority

Adopted on :

Signed(Chair):