

ORMESBY ST MARGARET WITH SCRATBY PARISH COUNCIL

Information available under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	(hard copy or website)	
Who's who on the Council and its Committees	Website Hard Copy	Free 10p per sheet plus postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website & Parish Noticeboards Hard Copy	Free 10p per sheet plus postage
Location of main Council office and accessibility details – the Parish Council does not have an official Council office, a correspondence address is provided	Website Hard Copy	Free 10p per sheet plus postage
Staffing structure – the Parish Clerk is the only paid member of staff	Website Hard Copy	Free 10p per sheet plus postage
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 or website)	
Annual return form and report by auditor	Website Hard Copy	Free 10p per sheet plus postage
Finalised budget	Hard Copy	10p per sheet plus postage
Precept	Hard Copy	10p per sheet plus postage
Borrowing Approval letter	Hard Copy	10p per sheet plus postage
Financial Standing Orders and Regulations	Website Hard Copy	Free 10p per sheet plus postage
Grants given and received	Hard Copy	10p per sheet plus postage
List of current contracts awarded and value of contract	Hard Copy	10p per sheet plus postage
Members' allowances and expenses	Hard Copy	10p per sheet plus postage

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)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 10p per sheet plus postage
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)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website & Parish Noticeboards Hard Copy	Free 10p per sheet plus postage
Agendas of meetings (as above)	Hard Copy	10p per sheet plus postage
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p per sheet plus postage
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy	10p per sheet plus postage
Responses to consultation papers	Hard Copy	10p per sheet plus postage
Responses to planning applications – as part of the Parish Council meeting minutes	Website Hard Copy	Free 10p per sheet plus postage
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)	
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website Hard Copy	Free £2 per copy
Committee and sub-committee terms of reference	Hard Copy	10p per sheet plus postage
Delegated authority in respect of officers	Hard Copy	10p per sheet plus postage
Code of Conduct	Website Hard Copy	Free 10p per sheet plus postage

Policy statements	Hard Copy	10p per sheet plus postage
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	Hard Copy	10p per sheet plus postage
Equality and diversity policy	Hard Copy	10p per sheet plus postage
Health and safety policy	Hard Copy	10p per sheet plus postage
Recruitment policies (including current vacancies)	Hard Copy	10p per sheet plus postage
Policies and procedures for handling requests for information	Hard Copy	10p per sheet plus postage
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy	10p per sheet plus postage
Information security policy	Hard Copy	10p per sheet plus postage
Records management policies (records retention, destruction and archive)	Hard Copy	10p per sheet plus postage
Data protection policies - GDPR	Website Hard Copy	Free 10p per sheet plus postage
Schedule of charges (for the publication of information)	Website Hard Copy	Free 10p per sheet plus postage
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	Hard Copy	10p per sheet plus postage
Assets register	Hard Copy	10p per 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)	Not Applicable	
Register of members' interests	Hard Copy	10p per sheet plus postage
Register of gifts and hospitality	Not Applicable	

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	Website Hard Copy	Free 10p per sheet plus postage
Burial grounds and closed churchyards	Website Hard Copy	Free 10p per sheet plus postage
Community centres and village halls	Hard Copy	10p per sheet plus postage
Parks, playing fields and recreational facilities	Hard Copy	10p per sheet plus postage
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p per sheet plus postage
Bus shelters	Hard Copy	10p per sheet plus postage
Markets	Not Applicable	
Public conveniences	Hard Copy	10p per sheet plus postage
Agency agreements	Not Applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not Applicable	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Not Applicable	

Contact details:

Parish Clerk, Ormesby St Margaret with Scratby Parish Council, 11 The Green, Freethorpe, Norwich, Norfolk, NR13 3NY.
Tel: 07825 266117 Email: clerk@ormesby.org Website: www.ormesby.org

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 *
	Postage	Actual cost of Royal Mail standard 2 nd class
Other	Standing Orders - £2	Cost of Photocopying

* the actual cost incurred by the public authority