HELLESDON PARISH COUNCIL

Information available from Hellesdon Parish Council under the model publication scheme

Hellesdon Parish Council's publication scheme defines information the Parish Council holds which is accessible to the public. The Publication Scheme indicates the format of each publication. Where a member of the public is seeking to obtain a copy of information included in this Parish Council's publications scheme, the Council may set reasonable charges for this. Costs are available on application and may include photocopying costs, postage (where incurred) and staff time.

Any information available on the Hellesdon Parish Council website may be obtained in hard copy from the parish office, but a charge may be levied.

Parish website: www.hellesdon-pc.gov.uk
Parish Address: Diamond Jubilee Lodge, Wood View Road, Hellesdon, NR6 5QB (open 9.30am – 4pm Monday to Friday)
Telephone: 01603 301751
Email: contact@hellesdon-pc.gov.uk

Confidentiality Notice
The Parish Council's policy is to be as open as possible and supply the information requested but the Parish Council may withhold any information if it considers its release not to be in the public interest and could cause significant harm. Any sensitive and confidential information is exempt from public information under the Freedom of Information Act 2000.

Information to be published	How the information can be obtained	Cost
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	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	Free 10p per sheet
Location of main Council office and accessibility details	This Publication Notice Website Hard Copy	Free Free 10p per sheet
Staffing structure	Website Hard Copy	Free 10p per sheet
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	Free 10p per sheet
Finalised budget	Website Hard Copy	Free 10p per sheet
Precept	Website Hard Copy	Free 10p per sheet
Borrowing Approval letter	Hard Copy	10p per sheet
Financial Standing Orders and Regulations	Website	Free

	Hard Copy	10p per sheet
Grants given and received	Website Hard Copy	Free 10p per sheet
List of current contracts awarded and value of contract	Hard Copy	10p per sheet
Members' allowances and expenses	Hard Copy	10p per sheet
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**		
Neighbourhood Plan	Website Hard Copy Broadland Council Website	Free 10p per sheet Free
Annual Report to Parish Meeting	Website Hard Copy	Free 10p per sheet
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 and any committee/sub-committee meetings and parish meetings)	Website / Notice Boards Hard Copy	Free 10p per sheet
Agendas of meetings (as above)	Website / Notice Boards Hard Copy	Free 10p per sheet
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

Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p per sheet
Responses to consultation papers	Email by request to the Clerk Hard Copy	Free 10p per Sheet
Responses to planning applications	Website Hard Copy Broadland Council Website	Free 10p per sheet Free
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	Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: 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 By email / hard copy By email / hard copy Website / hard copy Website / hard copy	 Free Free / 10p/Sheet Free Free / 10p/Sheet Free / 10p/Sheet

Information security policy	Website / hard copy	Free / 10p/Sheet
Records management policies (records retention, destruction and archive)	Website / hard copy	Free / 10p/Sheet
Data protection policies	Website / hard copy	Free / 10p/Sheet
Schedule of charges (for the publication of information)	Website / hard copy	Free / 10p/Sheet
Lists and Registers **Currently maintained lists and registers only**		
Assets register	By Email Hard copy	Free 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)	By Email Hard copy	Free 10p per sheet
Register of members' interests	Website Hard copy Broadland Council Website	Free 10p per sheet Free
Register of gifts and hospitality	Hard Copy	10p per sheet
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	By Email	Free

	Hard copy	10p per sheet
Community centres	Website By Email Hard copy	Website Free 10p per sheet
Parks, playing fields and recreational facilities (The Recreation Ground, Mountfield Park, Meadow Way Play Area)	By Email Hard copy	Free 10p per sheet
Seating, litter bins, dog bins, memorials and lighting	By Email Hard copy	Free 10p per sheet
Bus shelters	By Email Hard copy	Free 10p per sheet
Public conveniences (located at the Bush Road Allotments, for use by Allotment holders, and at the Community Centre)	By Email Hard copy	Free 10p per sheet
Services for which the council is entitled to recover a fee, together with those fees (e.g. community centre hire, sports facilities, allotments)	Website By Email Hard copy	Free Free 10p per sheet
Additional Information **This will provide Councils with the opportunity to publish information that is not itemised in the lists above**		

Contact details:

Clerk to the Council
Hellesdon Parish Council
Diamond Jubilee Lodge
Wood View Road
Hellesdon
NR6 5QB

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 @ 40p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority