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**ACLE PARISH COUNCIL**

**Freedom of Information Model Publication Scheme**

**Approved and adopted by Acle Parish Council**

**Date of next review: 31st January 2022**

**Information available from Acle Parish Council under their publication scheme**

*Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on Page 7.*

| **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 | From the Council’s website  Displayed on noticeboards  As a hard copy from the Clerk/Deputy, or electronically attached to an email from the Clerk/Deputy | See costs on Page 8 for hard copies of documents in Class 1 |
| Who’s who on the Council and its Committees | From the Council’s website  Displayed on noticeboards  As a hard copy from the Clerk/Deputy, or electronically attached to an e mail from the Clerk/Deputy | as above |
| Contact details for Parish Clerk and Councillors (named contacts where possible with telephone number and email address, if used) | From the Council’s website  Displayed on noticeboards  Clerk’s/Deputy’s contact details are on Page 7. Clerk/Deputy and Councillors’ details hard copy, as an attachment to an email from the Clerk/Deputy | as above |
| Location of main Council office and accessibility details | Office is in Clerk’s/Deputy’s home. Meetings at the Methodist Church, meetings open to public. Parking adjacent to the Hall |  |
| Staffing structure | Parish Clerk and RFO  Deputy Clerk and Asset Manager  Cleaner  Bank Cleaner |  |
| **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 | From the Council’s website or as a  hard copy from the Clerk | See costs on Page 8 for hard copies of documents in Class 2 |
| Annual Return (Pages 2, 3 and 5)  Reasons for Variations = / - 15%  Payments over £100 [if a council with turnover £25,000 or under] or payments over £500 [if a council with turnover £200,000 or over] | As above  As above  As above |  |
| Finalised budget | As above |  |
| Precept | From the Council’s website or as a  hard copy from the Clerk |  |
| Borrowing Approval letter | N/A |  |
| Financial Regulations and Standing Orders | From the Council’s website or as a  hard copy from the Clerk |  |
| Grants given and received  Grant Award Policy | From the Council’s website or as a  hard copy from the Clerk |  |
| List of current contracts awarded and value of contract  Street Lights Maintenance | Hard copy from the Clerk |  |
| Councillors’ 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) |  | See costs on Page 8 for hard copies of documents in Class 3 |
| Action Plan/s  [if any] | From the Council’s website or as a  hard copy from the Clerk/Deputy |  |
| Chairman’s Annual Report to Parish Meeting (current year only) | From the Council’s website or as a  hard copy from the Clerk/Deputy |  |
| Minute relating to General Power of Competence adoption | Email or hard copy from the Clerk/Deputy |  |
| **Class 4 – How we make decisions**  (Decision making processes and records of decisions)  Current and previous council year as a minimum |  | See costs on Page 8 for hard copies of documents in Class 4 |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | From the Council’s website or a  hard copy from the Clerk/Deputy  Parish noticeboard/s |  |
| Agendas of meetings (as above) | From the Council’s website or a  hard copy from the Clerk/Deputy |  |
| Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting | From the Council’s website or  hard copy from the Clerk/Deputy |  |
| Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting | From the Council’s website or as a hard copy from the Clerk/Deputy |  |
| Responses to planning applications  Responses to consultation papers | See Minutes  From the Council’s website  Hard copy from the Clerk/Deputy |  |
| **Class 5 – Our policies and procedures**  (Current written protocols, policies and procedures for delivering services and responsibilities)  Current information only |  | See costs on Page 8 for hard copies of documents in Class 5 |
| Policies – Planning Policy (how the Council deals with planning applications at parish council level), Code of Conduct and Dispensation Policy, Risk Management Policy | From the Council’s website or as a  hard copy from the Clerk/Deputy |  |
| Policies and procedures for the provision of services and about the employment of staff:  Equality and diversity policy  Lone Workers Policy  Training and Development Policy  Policies and procedures for handling requests for information  Freedom of Information Publication Scheme | From the Council’s website or as a  hard copy from the Clerk/Deputy |  |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | From the Council’s website or as a  hard copy from the Clerk/Deputy |  |
| **Class 6 – Lists and Registers**  **Currently maintained lists and registers only** |  | See costs on Page 8 for hard copies of documents in Class 6 |
| 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 | From the Council’s website or as a  hard copy from the Clerk/Deputy |  |
| Register of members’/councillors’ interests | Available from Broadland District Council website |  |
| Register of gifts and hospitality | N/A |  |
| **Class 7 – The services we offer**  Information about the services the Council offers, including leaflets, guidance and newsletters produced for the public and businesses  Current information only | From the Council’s website or as a  hard copy from the Clerk/Deputy | See costs on Page 8 for hard copies of documents in Class 7 |
| Burial Grounds and Closed Churchyards | Apply to the clerk/deputy |  |
|  |  |  |
| Parks, playing fields and recreational facilities | From the Council’s website or as a hard copy from the Clerk/Deputy |  |
| Seating, litter bins, clocks, memorials and lighting | As a hard copy from the Clerk/Deputy |  |
| Bus Shelter | From the Council’s website or as a hard copy from the Clerk/Deputy |  |
| Markets | From the Council’s website or as a hard copy from the Clerk/Deputy |  |
| Public conveniences | No relevant information |  |
| Agency agreements | No relevant information |  |
| **Class 8 - Other Services provided within the Parish** |  | | See costs on Page 8 for hard copies of documents in Class 8 | | --- | |
| Acle Lands Trust | From the Council’s website or as a hard copy from the Clerk/Deputy |  |
| Acle Food Bank | From the Council’s website or as a hard copy from the Clerk/Deputy |  |
| Acle Community Gym | From the Council’s website or as a hard copy from the Clerk/Deputy |  |
| Allotments | From the Acle Allotment Association website |  |
| Acle and District Voluntary Aid | From the Council’s website or as a hard copy from the Clerk/Deputy |  |
| Acle Recreation Centre | From the Council’s website or as a hard copy from the Clerk/Deputy |  |
| Acle Village Website | Via the Council’s website |  |
| Acle Community Speed Watch | From the Council’s website or as a hard copy from the Clerk/Deputy |  |
| Acle Good Neighbour Scheme | From the Council’s website or as a hard copy from the Clerk/Deputy |  |
| Acle Heating Oil Buying Scheme | From the Council’s website or as a hard copy from the Clerk/Deputy |  |
| Acles Businesses List | From the Council’s website or as a hard copy from the Clerk/Deputy |  |
| Beeline for Acle | From the Council’s website or as a hard copy from the Clerk/Deputy |  |
| Acle Youth Club | From the Council’s website or as a hard copy from the Clerk/Deputy |  |
| Acle Men’s Shed | From the Council’s website or as a hard copy from the Clerk/Deputy |  |
| Acle Tree Warden | From the Council’s website or as a hard copy from the Clerk/Deputy |  |

**Contact details of the Clerk**

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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. (Below is an example of possible charges).

| **Type of charge** | **Description** | **Basis of charge** |
| --- | --- | --- |
| **Disbursement cost** | Photocopying @ 20p per single-sided sheet (black & white) | Actual cost based on computer printing |
|  | Photocopying @ £1.00p per single-sided sheet (colour) | Actual cost based on computer printing |
|  | Website | Free |
|  | Postage | Actual cost of Royal Mail standard 2nd class. Recorded delivery if requested at standard price |