

BLAKENEY PARISH COUNCIL

Guide to Information Published under the Model Publication Scheme and the Schedule of Charges, available from Blakeney Parish Council under the Freedom of Information Act

This guide is based upon the model guide published by The Information Commissioners Office.

Blakeney Parish Council, The Parish Office, Langham Road, Blakeney, Holt, Norfolk, NR25 7PG

Parish Clerk: Tracey Bayfield

Tel: 01263 741106

Email: clerk@blakeneyparishcouncil.gov.uk

Website: www.blakeneyparishcouncil.gov.uk

Information to be published	How the information can be obtained
-----------------------------	-------------------------------------

Class 1 – 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	Parish notice board, Glaven Valley Newsletter, website - <i>Free</i>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish notice board, Glaven Valley Newsletter, website - <i>Free</i>
Location of Council office and accessibility details	Parish notice board, website, Parish Clerk. At Parish Office - <i>Free</i>

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 & previous financial year as a minimum).

Annual Return form and report by auditor	Parish notice board, website, hard copy via Parish Clerk
Finalised Budget	Website or hard copy via Parish Clerk

Precept	Via December, January or February minutes each year, then on website or hard copy via Parish Clerk
Borrowing Approval Letter	N/A
Financial Standing Orders & Regulations	Hard copy via Parish Clerk
Grants given & received	Given (via Minutes on website) – Received (Hard copy via Clerk)
List of current contracts awarded and value of contract	Website via minutes or via Parish Clerk (where applicable).
Members allowances and expenses	No allowances provided to Members, expenses via Clerk (if applicable).

Class 3 – What our priorities are and how we are doing – (Strategies and plans, performance indicators, and reviews).

Annual Report to Parish Meeting (current and previous year as a minimum)	Website or hard copy via Parish Clerk
Operational Business Plan	Website of hard copy via Parish Clerk
The Blakeney Neighbourhood Plan	BPC website & NNDC website

Class 4 – How we make decisions – (Decision making processes and records of decisions) – Current and previous Council year as a minimum.

Timetable of scheduled monthly meetings (known as Diary Dates); Council meetings and parish meetings	Parish notice board, website or hard copy via Parish Clerk
Agendas of meetings (as above)	Parish notice board, website or hard copy via Parish Clerk
Minutes of meetings (as above) – NB: This will exclude information that is properly regarded as private to the meeting	Website or hard copy via Parish Clerk
Reports presented to council meetings – NB: This will exclude information that is properly regarded as private to the meeting	Hard copy via Parish Clerk
Responses to consultation papers	In minutes via website or Parish Clerk
Responses to planning applications	In minutes via website, via North Norfolk District Council website

	or via Parish Clerk
Bye-laws	N/A

Class 5 – Our policies and procedures – (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only.

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural Standing Orders Committee Terms of Reference Delegated authority in respect of Officers (<i>included within Financial Regulations & Standing Orders</i>) Code of Conduct Policy statements</p>	<p>Hard copy via Parish Clerk – <i>will be added to website in due course.</i></p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health & safety policy Recruitment policies (including current vacancies) Policies & procedures for handing requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Information security policy Records management policies (records retention, destruction and archive) Data protection policies Schedule of charges (for the publication of information)</p>	<p>Hard copy via Parish Clerk – <i>will be added to website in due course.</i></p> <p>(where applicable)</p> <p>(where applicable)</p> <p>N/A N/A</p>

Class 6 – Lists and Registers - Currently maintained lists and registers only.

Any publicly available register or list	N/A
Assets register	Hard copy via Parish Clerk
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	Via North Norfolk District Council website
Register of gifts and hospitality	Hard copy via Parish Clerk

Class 7 – The services we offer – (Information about the services we offer). Current information only.

Playing field and recreational facilities	Contact Parish Clerk
Commemorative seats	As above
Litter bins & dog bins	As above
Street lighting	As above
War memorial	As above
Bus shelters	As above
Public conveniences	As above
Public car parks	As above
Dinghy Park	As above
Agency agreements	Where applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Blakeney Parish Council currently operates no such service

Note – Items available on the Council website can be downloaded free of charge. Items provided electronically will also be provided free of charge.

Contact Details:

Mrs Tracey Bayfield
Clerk to Blakeney Parish Council
The Parish Office
Langham Road
Blakeney
Holt
Norfolk
NR25 7PG

Tel: 01263 741106
Email: clerk@blakeneyparishcouncil.gov.uk
www.blakeneyparishcouncil.gov.uk

SCHEDULE OF CHARGES – This describes how the charges have been arrived at.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 30p per sheet (black & white) 80p per sheet (coloured)	Cost of paper, copy charge & minimal administrative charge
	Postage	Actual cost of Royal Mail standard 2 nd Class
Statutory Fee	In addition to the above, if the costs involved in locating and or compiling the information are substantial, the Council can refuse the request on grounds of cost, or charge the applicant a fee of £25.00 per hour and disbursements. The F.O.I. Act permits the Parish Council to refuse a request if we estimate it will cost us in excess of the appropriate cost limit (currently £450) to fulfil	Actual cost & in accordance with relevant legislation (depending on F.O.I. request)