

PUBLICATION SCHEME**Cringleford Parish Council**

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)		
Who's who on the Council and its Committees	Website / Hard Copy	Free
Contact details for Parish Clerk and Council members	Website / Hard Copy	Free
Location of main Council office and accessibility details	Website / Hard Copy	Free
Staffing structure	Website / Hard Copy	Free
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)		5p per A4 sheet
Annual return form and report by auditor	Hard Copy	5p per A4 sheet
Finalised budget	Website / Hard Copy	5p per A4 sheet
Precept	Website / Hard Copy	5p per A4 sheet
Borrowing Approval letter	Hard Copy	5p per A4 sheet
Financial Standing Orders and Regulations	Website / Hard Copy	5p per A4 sheet
Grants given and received	Hard Copy	5p per A4 sheet
List of current contracts awarded and value of contract	Website / Hard Copy	5p per A4

Agreed: April 2016

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		sheet
Members' allowances and expenses	Hard Copy	5p per A4 sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Hard Copy	5p per A4 sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy	5p per A4 sheet
Quality status	Hard Copy	5p per A4 sheet
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website / Hard Copy	Free
Agendas of meetings (as above)	Website / Hard Copy	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website / Hard Copy	5p per A4 sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website / Hard Copy	5p per A4 sheet
Responses to consultation papers	Hard Copy	5p per A4 sheet
Responses to planning applications	Website (South Norfolk Council's website) / Hard Copy	5p per A4 sheet
Bye laws		

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
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	Hard Copy Hard Copy Hard Copy Website / Hard Copy Website / Hard Copy	5p per A4 sheet 5p per A4 sheet 5p per A4 sheet 5p per A4 sheet 5p per A4 sheet
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 Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information (this document) Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Hard Copy Website / Hard Copy Hard Copy Hard Copy Website / Hard Copy Website / Hard Copy	5p per A4 sheet 5p per A4 sheet 5p per A4 sheet 5p per A4 sheet 5p per A4 sheet 5p per A4 sheet

Information security policy	Website / Hard Copy	5p per A4 sheet
Records management policies (records retention, destruction and archive)	Website / Hard Copy	5p per A4 sheet
Data protection policies	Website / Hard Copy	5p per A4 sheet
Schedule of charges (for the publication of information) (this document)	Website / Hard Copy	5p per A4 sheet
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)		
Assets register	Hard Copy	5p per A4 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)		
Register of members' interests	Website (South Norfolk Council's website) / Hard Copy	5p per A4 sheet
Register of gifts and hospitality	Hard copy	5p per A4 sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls	Website / Hard Copy	5p per A4 sheet

Parks, playing fields and recreational facilities	Website / Hard Copy	5p per A4 sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy	5p per A4 sheet
Bus shelters	Hard Copy	5p per A4 sheet
Markets		
Public conveniences		
Agency agreements		
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

Contact details:**Sonya Blythe**

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 Cringleford
 Norwich
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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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
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Agreed: April 2016
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Disbursement cost	Photocopying @5p per sheet (black & white)	Actual cost 5p
	Photocopying @ 10p per sheet (colour)	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		