

Necton Parish Council



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Document Control

Original adoption:	6 July 2009
Revised:	3 November 2014
Revised:	April 2016

Information available from Necton Parish Council under the Freedom of Information Act

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

Information to be published	How the information can be obtained
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only.</p>	
Who's who on the Council	Village notice board, Parish Link magazine, Council website.
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Village notice board, Parish Link magazine, Council website.
Location of main Council office and accessibility details	Village notice board, via website or Clerk. At Parish Office.
Staffing structure	Council website. Via Clerk.
<p>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.</p>	
Annual return form and report by auditor	Village notice board, website, via Clerk
Finalised budget	Village notice board, website, via Clerk
Precept	Website, via Clerk
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Website
Grants given and received	Website
List of current contracts awarded and value of contract	Via Clerk. Minutes posted on website.
Members' allowances and expenses	No allowances provided to Members. Expenses included within minutes on Website.

Information to be published	How the information can be obtained
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan & action plan (current and previous year as a minimum)	Website
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or via Clerk
Quality status	Website
Local charters drawn up in accordance with DCLG guidelines	N/A
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 meetings and parish meetings)	Council website, village notice boards. Clerk.
Agendas of meetings (as above)	Village noticeboards, Council website. Clerk.
Minutes of meetings (as above) – NB. This will exclude information that is properly regarded as private to the meeting.	Village noticeboards, Council website. Clerk.
Reports presented to council meetings – NB. This will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk
Responses to consultation papers	In minutes available from website, notice board or Clerk
Responses to planning applications	In minutes available from website, notice board or Clerk
Bye-laws	N/A

Information to be published	How the information can be obtained
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers (included in Financial Regulations) Code of Conduct Policy statements</p>	<p>Website.</p>
<p>Policies & procedures for the provision of services & the employment of staff:</p> <p>Internal 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 Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website or via Clerk.</p>
<p>Information security policy</p>	<p>To be reviewed.</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Via Clerk.</p>
<p>Data protection policies</p>	<p>Via Clerk.</p>
<p>Schedule of charges (for the publication of information)</p>	<p>See below. Website</p>

Information to be published	How the information can be obtained
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	
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	Via 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	Website (link to Breckland Council source)
Register of gifts and hospitality	Website
<p>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</p>	
Allotments (also available from The Necton Allotment Society)	Via Clerk.
Burial grounds and closed churchyards	N/A
Community centres and village halls – Trustees only	Via Clerk (soon to be available on website)
Parks, playing fields and recreational facilities	contact Clerk
Seating, litter bins, clocks, memorials and lighting	contact Clerk
Bus shelters	contact Clerk
Markets	N/A
Public conveniences	N/A
Agency agreements	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Necton Parish Council currently provides no such services.

Schedule of Charges

This describes how the charges have been arrived at.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @5p a sheet (black & white)	Actual cost
	Photocopying @10p a sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd Class
Statutory fee	Any statutory fee incurred by the Council in the delivery of information retrieval.	Actual cost & in accordance with relevant legislation (depending on Fol request)

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

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Review policy for this guide

Annually in November or in accordance with legislative changes, whichever is earlier. For more information, refer to http://ico.org.uk/for_organisations/guidance_index/freedom_of_information_and_environmental_information#freedom