



Information available from Tunstead Parish Council under the model publication scheme

The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme. Fleggburgh Parish Council has adopted the model publication scheme issued by the ICO. Under the Act and the Environmental Information Regulations 2004, you have the right to request information held by the council. The scheme below tells you what information the council has, where it can be found, who to contact and whether it is available free of charge.

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	Hard copy	10p/sheet
	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy	10p/sheet
	Website	Free
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	

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		
Annual return form and report by auditor	Hard copy	10p/sheet
	Website	Free
Finalised budget	Hard copy	10p/sheet
	Website	Free
Precept	Hard copy	10p/sheet
	Website	Free
Financial Standing Orders and Regulations	Hard copy	10p/sheet
	Website	Free
Grants given and received	Hard copy	10p/sheet
List of current contracts awarded and value of contract	Hard copy	10p/sheet
Members' 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)		
Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	Hard copy	10p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	10p/sheet
Quality status	N/A	
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 and any committee/sub-committee meetings and parish meetings)	Hard copy	10p/sheet
	Website	Free
Agendas of meetings (as above)	Hard copy	10p/sheet
	Website	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p/sheet
	Website	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p/sheet
Responses to consultation papers	Hard copy	10p/sheet
Responses to planning applications	Hard copy	10p/sheet
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		
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 Website	10p/sheet Free
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 Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Website	10p/sheet Free
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	N/A	
Schedule of charges (for the publication of information)	Hard copy	10p/sheet

Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets register	Hard copy	10p/sheet
	E-mail	Free
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	Hard copy	10p/sheet
	Website	Free
Register of gifts and hospitality	N/A	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Contact details:

Tunstead Parish Council

(see Tunstead Parish Council website for address of the Parish Clerk)

Email: clerkattunsteadpc@gmail.com

<http://tunsteadpc.norfolkparishes.gov.uk/>

SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ ..p per sheet (black & white)	Actual cost 3p per sheet*
	Photocopying @ ..p per sheet (colour)	N/A
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Administration time for researching archived material	In accordance with the relevant legislation (Environmental Information Regulations 2004)

* the actual cost incurred by the public authority